

Instructions and Tips for Using Rhode Island RED



*Quick and easy access to the data you need
to make informed career decisions*

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**a Training Booklet from the
Labor Market Information Unit**

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Table of Contents

Getting Started on RI RED	3
Registration on RI RED	4
My Individual Profile for Registered RI RED users	5
Services for Individuals	7
Career Services - Career Tips-Step 1, Self Assessment	8
Skills Analyzer	9
Skills Matching	10
Display more Information about an Occupation	11
Jobs and Employers	13
Education and Training	14
Labor Market Data	15
Nature of the Work and Job Requirements	16
Other Occupational Data including Occupational Comparisons	17
Custom Occupation Report	18
Back to Career Tips-Step 2, Checking the Labor Market and Job Market Explorer	19
Career Informer	20
Labor Market Services and Area Profile	21
Industry Profile and Display more Information about an Industry	22
Occupational Profile	23
Career Tips-Step 3, Finding Schools and Educational Programs	24
Search Training Providers and Programs by Program Title or Keyword	25
Career Tips Step 4, Finding Employers and Today's Job Openings; Find Job Openings	27
Job Market Trends	28
Employers	29
RI RED Related Items	30
Services For Employers	31
Interested in Relocating or Checking Labor Markets in Other States? Virtual One-Stop & LMI sites	32
Glossary	33
Your RI RED Notes	34

Getting Started on RI RED

Welcome to the RI RED interactive Internet system. Each module in this system is tailored to suit the needs of you, the user. **Services for Individuals** has career planning tools, job specifications, and links to actual job postings and the Employer Database. **Services for Employers** has information for Rhode Island businesses. **Publications** links to LMI's products and brochures web page. **Labor Market Analysis** contains economic indicators, unemployment rates, industry and occupational projections, area profiles, and more.

Below is the RI RED homepage; your journey begins here. Click on the menu option that best fits you. This guide will walk you through all menu options and provide you with helpful tips along the way.

RI RED HOME PAGE - www.dlt.ri.gov/ried

The screenshot shows the RI RED homepage. At the top is a banner with the Rhode Island Red logo and the tagline "Research & Economic Database" and "Oceans of Information at your fingertips". Below the banner is a navigation bar with links: "RI Red Home", "Services for Individuals", "Services for Employers", "Publications", and "Labor Market Analysis". On the left is a red sidebar with links: "Register or sign in here!" (circled in red), "Home", and "About this site". In the center is a login section with fields for "Username" and "Password", a "Sign In" button, and a link for "Not Registered?". Below the login section are four main content areas: "Services for Individuals" (with links like Find a Job, Career Steps, netWORKri, One-Stop Career Centers, Unemployment Insurance), "Services for Employers" (with links like Recruitment Services, Employer Service Unit, Tax Credits and Grants, Post a Job On-Line), "Labor Market Analysis" (with links like Occupational Data, Income and Wages, Economic Indicators, Area Profile, Industry Profile, Occupational Profile), and "Other Sites Worth Visiting" (with links like Handbook & Labor Laws, Temporary Disability Insurance, Workers' Compensation, Professional Regulation, Labor Standards). Red arrows point from the sidebar link "Register or sign in here!" to the login section. Blue arrows point from the sidebar link "Home" to the "Home" link in the navigation bar. Blue arrows point from the sidebar link "About this site" to the "About this site" link in the navigation bar. Blue arrows point from the sidebar link "Register or sign in here!" to the "Sign In" button. Blue arrows point from the sidebar link "Register or sign in here!" to the "Not Registered?" link. Blue arrows point from the sidebar link "Register or sign in here!" to the "Services for Individuals" link. Blue arrows point from the sidebar link "Register or sign in here!" to the "Services for Employers" link. Blue arrows point from the sidebar link "Register or sign in here!" to the "Labor Market Analysis" link. Blue arrows point from the sidebar link "Register or sign in here!" to the "Other Sites Worth Visiting" link.

Register or sign in here!

Home

About this site

Username Password

Not Registered?

Sign In

Services for Individuals

- Find a Job
- Career Steps
- netWORKri -
- One-Stop Career Centers
- Unemployment Insurance

Services for Employers

- Recruitment Services
- Employer Service Unit
- Tax Credits and Grants
- Post a Job On-Line

Labor Market Analysis

- Occupational Data
- Income and Wages
- Economic Indicators
- Area Profile
- Industry Profile
- Occupational Profile

Other Sites Worth Visiting

- Handbook & Labor Laws
- Temporary Disability Insurance
- Workers' Compensation
- Professional Regulation
- Labor Standards

The first step is to identify what type of user you are, what you're looking for, then register with RI RED.

Are you a **Job Seeker or Student?** _____
Employer? _____
Researcher? _____

Register or sign in here is at the top of the red navigation bar on the homepage.

Registration on RI RED

We **strongly** recommend all our customers register before using RI RED. RI RED can save your job searches, skills and individual profiles. It also allows registered users to apply for jobs directly from the system. Certain functionality, including skills sets and personal profiles, are not available unless you register.



Registering is quick and easy. Select **Register or sign in here** in the left menu bar. A new screen will come up with three options. **Select option 2 - Create a User ID - click Register.** The box below shows your choices. If you are using RI RED to help you with a career path, select **Individual**; if you're an employer who wants information on the RI labor market, select **Employer**; if you're using RI RED to help you evaluate RI's economy, select **Analyst**.

The next two web pages ask for a User Id, a password, your name, address, phone number, email address and where you access the Internet. When you get to the end of each page, click on **Next >>**

Please sign in or register as one of the following user types listed below.

Individual - If you are looking for employment, career guidance, training/education programs, or information on employers.

Employer - If you are looking for industry information, labor market information, or job applicants for your business.

Analyst - If you are a labor market professional, use this area to access the data you need to perform in-depth labor market analysis.

Fields that have * must be filled in to register. The personal data you put into the RI RED registration form is held strictly confidential. We do NOT sell or share your information with anyone, nor will we contact you or send you data you don't request. Once you complete the form, the system will bring you into the main page of the service for which you registered. Job seekers, students, and anyone who registered as an Individual will be brought to the **Services for Individuals** homepage.

Oceans of Information at your fingertips

Services for Individuals | Services for Employers | Publications | Labor Market Analysis

Please enter the following login information and click the Next button when you are finished. Be sure to remember your User ID and Password. You will need them to access this system again.

(*) indicates required fields. For help click the question mark.

Login Information:

- * User Name: Unique User Id (3 - 20 Characters)
- * Password: Password (4 - 16 Characters)
- * Confirm Password:
- * Security Question: None Selected
- * Security Question Response: Helps if you have forgotten your password
- * Please enter your residential Zip Code:

Please do not use any personal identification information as your user name (e.g. Social Security Number or FEIN). You will need your User ID and Password for all future activities in this system. Please write this information down and keep it in a secure place.

<< Back | Next >>

 This symbol indicates Help. If you have questions when filling out the registration form, or anywhere in the RI RED modules, just click on the question mark and a pop-up box will appear explaining what is needed in that particular field. More advanced help is available by emailing lmi@dlt.state.ri.us.

Please enter the following contact information and click the Next button when you are finished.

(*) indicates required fields. For help click the question mark next to each section.

Your Name:

- * First Name:
- Middle Initial:
- * Last Name:

Residential Address Information:

- * Address Line 1:
- Address Line 2:
- * City: Hope
- * State: Rhode Island
- * Zip Code: 02831
- * County/Parish: Providence County
- * Country: United States

Contact Information

- * Primary Phone Number: - - Ext:
- Alternate Phone Number: - - Ext:
- Fax Phone Number: - -
- Email Address: Email

Miscellaneous Information

- * Accessing the Web Site From: None Selected

<< Back | Next >>

RI RED TIP: Write down and remember your User ID and Password. LMI Administrative staff can retrieve your user id and password hint, but NOT your password.

My Individual Profile

for Registered RI RED users

Welcome to your Profile. Please choose a profile from the options below.



[Personal Profile](#) - Select this option to view or modify your contact information, your background, work with your activities list, or enter personal notes.



[Search History Profile](#) - Select this option to view or save occupations, training programs, and employers that you are interested in.



[Assessment Profile](#) - Select this option to view or evaluate your skills.

[Return to the Directory of Services](#)

Registered RI RED users have access to a personal profile module which includes the information from their RI RED registration, along with their skills sets, their search history and an assessment profile. None of these options are available to users who are visiting RI RED as guests.

The **Main Profile Page** contains main file folders:

1. Personal Profile
2. Search History Profile
3. Assessment Profile

The **Personal Profile** folder contains three sub-file folders:

1. General Information
2. Activities
3. Memos

General Information contains the data you entered when you registered on RI RED, including your name, address, and email.

Activities is a way to keep track of what you've done in RI RED, and what you may need to do next time you visit. When you begin using RI RED, if you click on the Add/Modify Activities bar at the bottom, a series of questions will appear to help you begin the RI RED process. As you complete tasks in RI RED, you only need to check the Complete Box to remember that the task has been done.

Memo is a section of RI RED that will allow you to write yourself notes: interviews you've had, information you need to remember, virtually any piece of data that you would like to keep can be stored in the memo area. Simply check the Complete box, then hit the delete key when you don't need it anymore. Memo is also available in the other sub folders, search history and assessment. It is the same option, but accessible from all three.

To add a memo, click the Add a memo button and a box will appear with a subject line for the heading of the memo and a Details box for you to write the note in. Once you finish the note, you can click on the Save button.

Use this folder to manage your general contact information. If you make changes, click the Save Information button.

[General Information](#)

[Activities](#)

[Memo](#)

(*) indicates required fields.

For help click the question mark next to each section.

Login Information:

Registration Date: 10/25/2004

* User Name:

* Password:

* Confirm Password:

* Security Question:

Security Question Response:

Helps if you have forgotten your password

Your Name:

* First Name:

Middle Initial:

* Last Name:

Use this folder to manage your Activity List. Click on an activity in the list to start a session. If you wish to indicate the status of an activity, click the Complete check box to add or clear a check mark.

[General Information](#)

[Activities](#)

[Memo](#)

#	Activity	Complete	Action
1	show your background information on choosing a new career or occupation.	<input checked="" type="checkbox"/>	Delete
2	identify your occupational skills and strengths.	<input type="checkbox"/>	Delete
3	identify occupations similar to yours that match your skills and strengths.	<input type="checkbox"/>	Delete

[Add / Modify Activities](#)

Use this folder to manage your personal memos. To add a memo to your list, click the Add a Memos link. Click on a subject in the list to view a memo. If you wish to indicate the status of a memo, click the Complete check box to add or clear a check mark.

[General Information](#)

[Activities](#)

[Memo](#)

#	Subject	Complete	Action
1	MAILED RESUMES TO HEALTH FACILITIES	<input type="checkbox"/>	Delete
2	my RI Red memo	<input type="checkbox"/>	Delete

[Add a memo](#)

The **Search History Profile** folder contains four sub-file folders;

1. Occupations
2. Programs
3. Employers
4. Memo

Occupations contains links back to prior searches you have run on particular occupations. Click on the link and it will return you to the search.

Programs will show you a list of programs you've looked at in RI RED, and like Occupations, you can click on each to return to that particular program.

Employers retrieves a linked list of Employers that you've recently visited in RI RED. Again, just a click on the Employer Name and you'll return to that employer's information.

The **Assessment Profile** folder contains a break-out of your job and personal skills. **Jobs Skills** come directly from the information you selected in Step 1 of *Career Tips, Assessing your Skills*. All items that you selected are listed here. These items can easily be copied into a resume. Simply right click on the highlighted items you'd like to copy, then paste them into a resume (files can be in Word, Word Perfect, and other software). **Personal Skills** are entered directly from the Assessment Profile and can also be copied from RI RED into a resume.

Use this folder to manage your list of occupations. To add occupations to your list, click the *Search for an Occupation* button. Click on an occupation in the list below to view a quick profile.

Occupations		Programs	Employers	Memo
#	Occupations	Action		
1	AthletesandSportsCompetitorsinRhodelsland...	Delete		
2	Tax Preparers in Rhode Island	Delete		
3	ComputerandInformationSystemsManagersinRhodelsland...	Delete		
4	CommercialDiversinRhodelsland...	Delete		
5	BiologicalScienceTeachers_PostsecondaryinRhodelsland...	Delete		
6	NetworkandComputerSystemsAdministratorsinRhodelsland...	Delete		

Use this folder to manage your list of training programs. To add a program to your list, click the *Search for Training Programs* link. Click on a training program in the list below to view details.

Occupations		Programs	Employers	Memo
#	Programs	Action		
1	Accounting at Bryant University	Delete		
2	Applied Mathematics, Other at Brown University	Delete		
3	Accounting at Rhode Island College	Delete		
4	Economics, General at Bryant University	Delete		
5	Accounting at Providence College	Delete		

Use this folder to manage your Job Skills. Click *Edit* to modify your selections.

Job Skills		Personal Skills
Skill Category	Skills you have selected	
Agriculture & Wildlife	use interpersonal communication techniques, maintain records, reports, or files, prepare reports, understand technical operating, service or repair manuals, ensure correct grammar, punctuation, or spelling, use spreadsheet software, work as a team member	
Computers & Mathematics	resolve computer program operational problems, revise or correct errors in computer programs, software, or systems, train workers in use of computer and related equipment, provide technical support to computer users, recommend software or hardware purchases, develop computer performance standards, use mathematical or statistical methods to identify or analyze problems, test computer programs or systems, use computer programming language, program computers using existing software, provide technical computer training (More)	
Construction	select business applications for computers, use computer graphics design software, use computers to enter, access or retrieve data, use spreadsheet software, use word processing or desktop publishing software, use desktop publishing software	
Education & Social Services	program computers for management analysis applications, manage contracts, select information processing content, develop training materials	

Use this folder to manage your Personal Skills. Click *Edit Personal Skills* to modify your selections.

Job Skills		Personal Skills
Personal Skills		Skills you have selected
Basic Skills		Reading Comprehension,Active Listening,Writing,Speaking,Mathematics,Critical Thinking,Active Learning,Learning Strategies,Monitoring
Social Skills		Social Perceptiveness,Coordination,Persuasion,Negotiation,Instructing,Service Orientation
Complex Problem Solving Skills		Complex Problem Solving
Technical Skills		Operations Analysis,Technology Design,Equipment Selection,Installation,Troubleshooting
Systems Skills		Judgment and Decision Making
Resource Management Skills		Time Management,Management of Financial Resources,Management of Material Resources,Management of Personnel Resources
		Edit Personal Skills

To edit Personal Skills, click on the Edit Personal Skills button at the bottom. Like the Job Skills, these screens can be updated as you get training and gain more skills.

RI RED TIP: Copy your skills from RI RED to your resume. Skills taken from RI RED (which utilizes O*NET skills and abilities) may be hit more often when reviewed by a mechanical resume reader.

Services for Individuals

This module contains data on occupations including: skills requirements, training providers, occupational profiles, links to actual job openings and an Employer Database for Rhode Island. The Employer Database contains nearly all employers in the state, and allows the user to select an area, then obtain a list of employers by industry, area or by number of employees.

This is the Services for Individuals homepage.

1.) **Career Services** is the area to visit if you are interested in analyzing your skills, changing occupations, or comparing jobs. It contains in-depth skills sets for analysis and provides detailed profiles of over 600 different occupations.

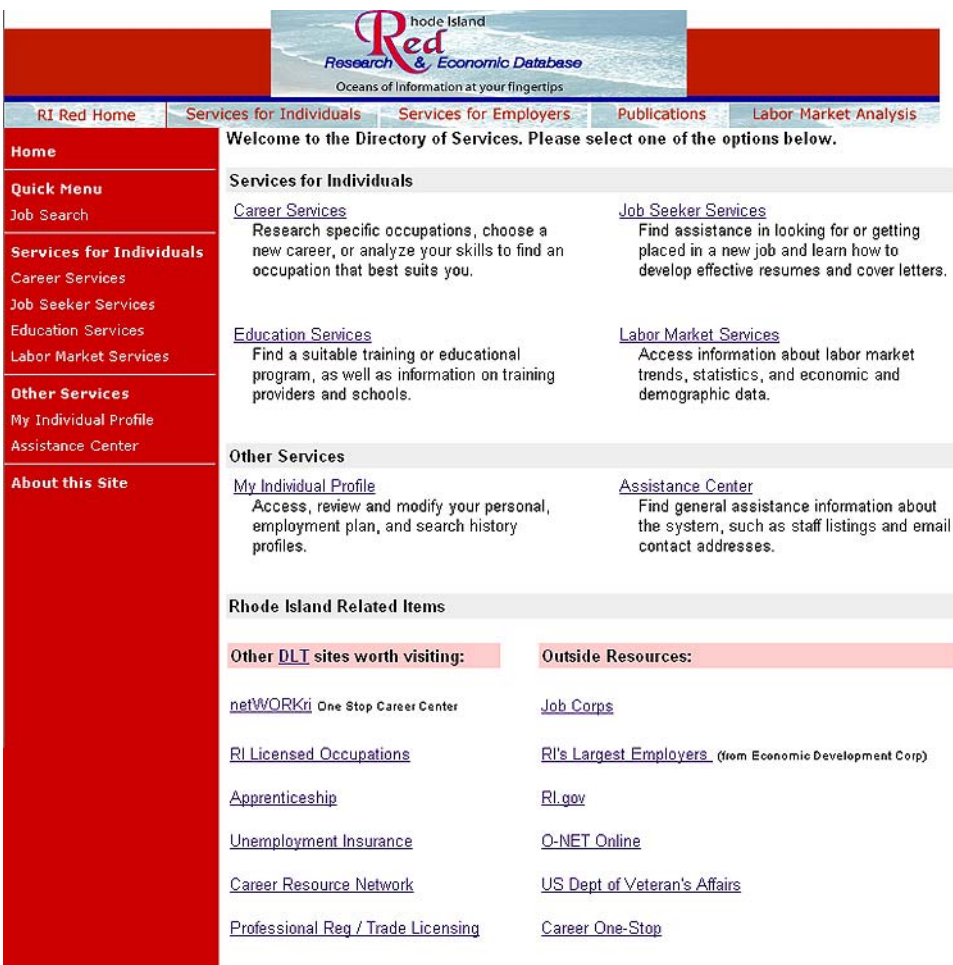
2.) **Job Seeker Services** is the module you would use if you are looking for a new job and know the occupation you want. Users can retrieve the latest job postings from America's Job Bank, Career Builder and Hot Jobs. Job Market Trends are also included in this section as well as the Employer Database.

3.) **Labor Market Services** includes Area, Industry, and Occupational Profiles; Demographics; and Economic Data. An individual would visit this module when researching an occupation, industry or area.

4.) **Education Services** is a great resource for job seekers looking to retrain for a new career as well as students getting ready to prepare for the work force. It contains Training Providers and Schools, Training and Educational Programs, Educational Program Completers and Financial Aid for Training. This area links to many schools as well as pertinent information on the courses they provide.

5.) **Other Services** provides registered users access to their personal information through *My Individual Profile*, an area where they can update their skills, review job searches and change their information. It also offers a link to the *Assistance Center*, which gives them direct email and phone numbers for professional LMI staff.

A new feature of RI RED allows us to add related web links to each module. Under *Rhode Island Related Items*, there are internal and external web links that provide pertinent information not found in the RI RED database. Each link opens to a new window so users will not lose access to RI RED once they click. Current links include Unemployment Insurance, netWORKri, Career One-Stop and more.



Career Services

The **Career Services** page offers users access to Career Tips, Career Explorer, Career Informer, Job Market Explorer and other valuable external links under **RI RED Related Items**.

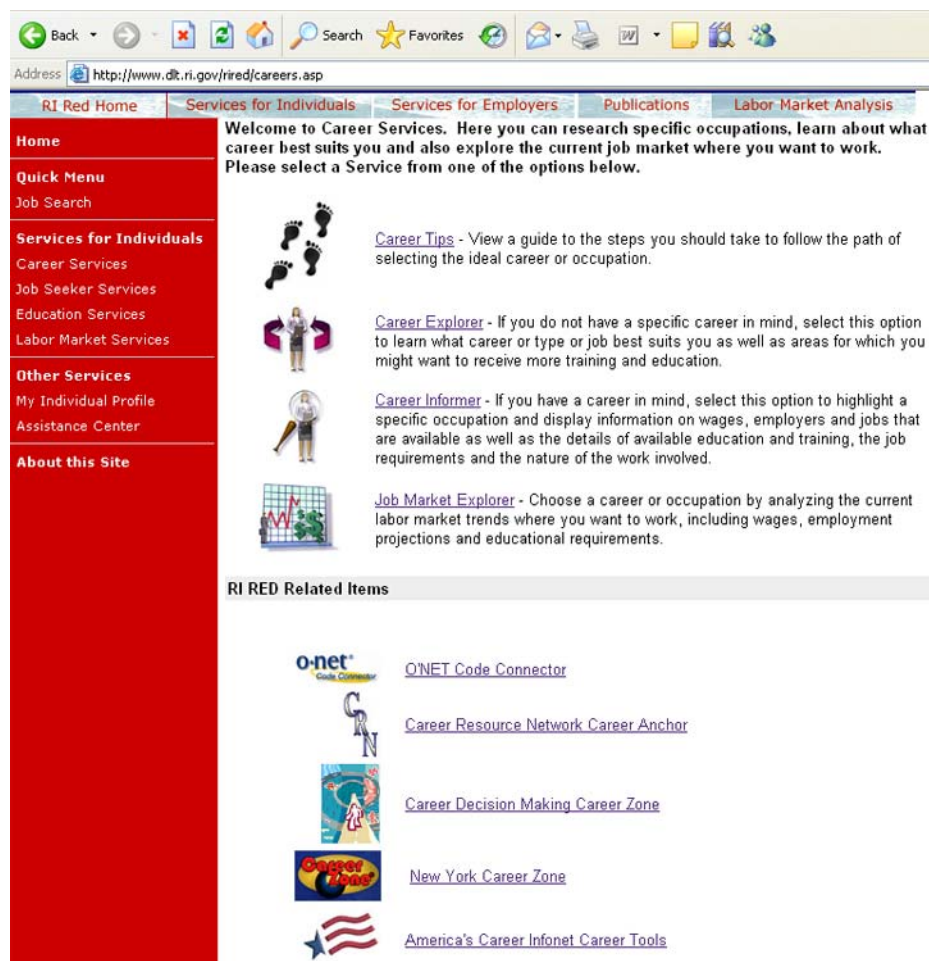
This illustration shows the Career Services main page.

Career Tips is one of the most valuable tools in the RI RED database. It is easily accessible from Career Services or directly from the RI RED homepage. This four step guide walks a user through a career plan that includes skills analysis and matching, occupational and industry profiling, education/training opportunities and links directly to job openings, applications and employers.

The four career steps are:

1. Self Assessment
2. Checking the Labor Market
3. Finding Schools and Educational Programs
4. Finding Employers and Today's Job Openings

Each step in Career Tips contains the links necessary for a user to determine an occupational path, just by reading through the section.



Step 1 - Self Assessment

Step 1 - Self-Assessment

Identifying your professional strengths and talents...

If you think that you have a good understanding of your skills and abilities and are interested in a specific occupation or career, it's time to visit [Job Seeker Services](#). In Job Seeker Services you can find information about employers and access to a powerful job search engine with listings for jobs available in your area.

If, on the other hand, you are unsure about what kinds of jobs you might find interesting and enjoyable, or you're currently employed but looking for a change of career...*this is the place for you!*

We recommend that you get started by using the [Skills Analyzer](#) to help identify your skills and abilities. You will be asked to select skills from six categories and use those criteria to determine your aptitudes and suitability for various occupations. You then will be able to locate information on occupations that match your skills.

If you are already employed or were previously employed in a specific occupation, you can use the [Skill Matching Tool](#) to find other occupations that require skills similar to yours.

[Top](#)

Do you know what job you'd like to apply for? If so, click on [Job Seeker Services](#). Job Seeker Services is also the final step of Career Tips. Go to page 25 for instructions on Job Seeker Services.

If you're not sure what occupation you want, check out the possible jobs you are qualified for by going through the [Skills Analyzer](#).

If you would like to change jobs, but aren't sure what you are qualified for, the [Skills Matching](#) feature will cross-match your skills with a variety of possible occupations.

Skills Analyzer

The Skills Analyzer features fourteen major skills categories. The skills selected within each category are matched to determine occupations for which you may be qualified. Check each box for skills you have, and continue through each skill type.

Some of the skills categories have subskills. Go through each skill and subskills screen, click on each box that represents a skill you have, then return to the top menu of skills and go through the next category and subskills category. You will notice that the skills category that you are presently working on will be white.

Job Skills Categories, active Skill Set is White

Subskills Under Computers and Mathematics

Job Skill Categories

General Skills (37)	Computers & Mathematics (29)	Construction (8)	Education & Social Services (15)	Entertainment & Media (23)
Financial Services (31)	Agriculture & Wildlife (11)	Healthcare (8)	Legal & Protective Services (8)	Management & Office Services (19)
Science & Engineering (8)	Service & Sales (4)	Skilled Trades (2)	Transportation (8)	

Subcategories for the skill group Computers & Mathematics

☒ Computers & Mathematics - general (0) ☐ Mathematics (0) ☐ Programming & Design (0)

☐ Computer - Security (0) ☐ Computer - Support (0)

[Check All Skills](#) | [Uncheck All Skills](#)

Services for Individuals | Services for Employers | Publications | Labor Market Analysis

Select Your Job Skills

Job Skill Categories

General Skills (46)	Computers & Mathematics (29)	Construction (8)	Education & Social Services (15)	Entertainment & Media (23)
Financial Services (31)	Agriculture & Wildlife (11)	Healthcare (8)	Legal & Protective Services (8)	Management & Office Services (19)
Science & Engineering (8)	Service & Sales (4)	Skilled Trades (2)	Transportation (8)	

Job Skills Category General Skills

[Check All Skills](#) | [Uncheck All Skills](#)

- ☐ advise clients or customers
- ☐ answer customer or public inquiries
- ☐ apply traction
- ☐ calculate monetary exchange
- ☐ call on customers to solicit new business
- ☐ climb ladders, scaffolding, or utility or telephone poles
- ☐ collect payment
- ☐ communicate technical information
- ☐ communicate visually or verbally

Once you complete all skills and subskills, click on:

Save Skills and Continue

A list of all the skills you selected will be listed on the screen. After reviewing them, click **Continue** or, if you want to add to your skills, select Modify Skills.

Once you save your skills, you will be able to refer back to your personal profile, modify the skills as you receive training and use them to assist you when writing your resume. The screen below illustrates the results of sample skills sets that have been completed. Results are sorted by Match Level, but you can sort results by double-clicking on any column header.

Click on an Occupational Title to see an overview of all skills required for that occupation, including skills you have (they will have a blue check mark), and skills you need.

FOR: WORK AS A LEADY TRAINER

168. work with public in using reference tools or finding materials

169. write business correspondence

170. write news stories for publication

☒ Add these skills to your skills set.

☐ Replace your skills set with this skills list

☐ Do not save this skills list.

Continue

[Modify Skills](#)

[Return to the Directory of Services](#)

[Home](#) | [Services](#) | [Settings](#) | [Log Off](#)

RI RED TIP: You can turn on the fly-out menu option by selecting *Enable Flyouts* under Settings

Underlined items link you to more information about the occupation including a detailed description, what preparation is needed, and the capability to create a summary, detail or custom report on the job.

The following occupations were the best matches based on your job skills. Click on the occupation title to see which of your skills match the occupation and the skills you are lacking. Click a link in the last column to see more data about the occupations including current jobs and employers, education and training information, labor market data, the nature of the work and job requirements.

Occupations that match your job skills.

To sort on any column, click a column title.

Occupation Title	Total Skills	Skills Matched	Skills Lacking	Match Level (%)	Preparation Needed	View More Information about this occupation including jobs
Proofreaders and Copy Markers	8	7	1	87.5	Some	Summary Detail Report
Art Directors	21	15	6	71.4	Considerable	Summary Detail Report
Correspondence Clerks	16	11	5	68.8	Some	Summary Detail Report
Municipal Clerks	21	14	7	66.7	Medium	Summary Detail Report
Desktop Publishers	27	18	9	66.7	Medium	Summary Detail Report
Athletes and Sports Competitors	6	4	2	66.7	Medium	Summary Detail Report
Interpreters and Translators	9	6	3	66.7	Medium	Summary Detail Report
Medical Records and Health Information Technicians	26	17	9	65.4	Medium	Summary Detail Report
Statistical Assistants	23	15	8	65.2	So	ry Detail Report

Skills Matching

The Skills Matching tool (under Career Tips, Step 1) allows you to choose an occupation and match the skills for that job to other similar jobs. This is a great resource for anyone who would like to change their occupation, as it shows other positions they may be qualified for by analyzing the skills they already have. To match your current job skills to other jobs, choose an occupation. RI RED offers you three search options here:

Please choose a specific occupation by selecting one of the options below.

For help click the question mark next to each section.

Option 1 - Search for an Occupation by Keyword ?

Type a job title or occupational keywords in the box and click the Search button.

Search

Option 2 - Select a Previously Chosen Occupation ?

Click on a title in this list of the most recent occupations you've selected and then click the Continue button.

Accountants
Art Directors
Budget Analysts

Continue

Option 3 - Select a New Occupation ?

Please make a selection from the occupational group pull down list below and then choose a occupation in the detailed list and click the Continue button.

Occupational Group
All Occupations

Detailed Occupation List

Able Seamen
Accountants
Actors
Actuaries
Adjustment Clerks

1. Search by Keyword
2. Select a Previously Chosen Occupation (if you're registered) or
3. Select a New Occupation

Each type of search will produce the same results per occupation. Choose an occupation and click on **Continue**. Selecting a previous search is only available to registered users.

A list of skills will come up for the occupation selected. If you would like to add these skills to YOUR skills, make sure the radio button is selected and click **Continue**.

17. Use correct grammar, punctuation & spelling

18. Use spreadsheet software

19. Use word processing software

☒ Add these skills to your skills set.
☐ Replace your skills set with this skills list.
☐ Do not save this skills list.

Continue

[[Change skills choices](#) | [Change occupation](#)]

Select another Career Service

[[Home](#) | [Services](#) | [Settings](#) | [Log Off](#)]

You now need to choose how closely you'd like your skills to match. RI RED defaults to **Moderately Match your Skills**. Check the desired match and click **Continue**.

Click on an option next to the match level you want to use and then click the Continue button. The match level indicates how similar to your personal skill set an occupation must be

☐ Closely match your skills (70% or higher)
☒ Moderately match your skills (50% or higher)
☐ Loosely match your skills (25% or higher)
☐ Show all occupations

Continue

[[Change skill choices](#)]

A list of occupations that match your skills will appear. Click on any occupation that interests you. Once you click on one of the listed occupations, a list of the **Skills you Match** and the **Skills Needed** will appear.

Here are the occupations that moderately match your selected skills. Click an occupation title in the table below to see more information about that occupation including details on the skills you match and those you lack.

To sort on any column, click a column title.

Occupation Title	Skills needed	Skills you match	Skills you lack
Archivists	5	3	2
Art Directors	4	3	1
Cartoonists	4	3	1
Craft Artists	4	3	1
Curators	5	3	2



RI RED TIP: You can sort any table by any column in RI RED by clicking on the *Column Heading*.

You now have the option of finding training, or displaying more information about this occupation. The number of skills you need to qualify for the job will show you whether or not you require more training.

Listed below are the skills you have that match those normally associated with Technical Writers. Also listed are the skills you lack. Click the *Find training for this occupation* link to look for programs that may help you obtain these skills.

Skills you have that are normally associated with this occupation

1. Communicate visually/verbally
2. Use computer
3. Use computer design/graphics technology/software
4. Use desktop publishing software
5. Use word processing software

Skills you lack that are required for this occupation

1. Explain complex mathematical information
2. Use computer keyboard
3. Use correct grammar, punctuation & spelling
4. Use word processing/desktop publishing software to prepare materials for publication
5. Work as a team member

[[Find training for this occupation](#)]

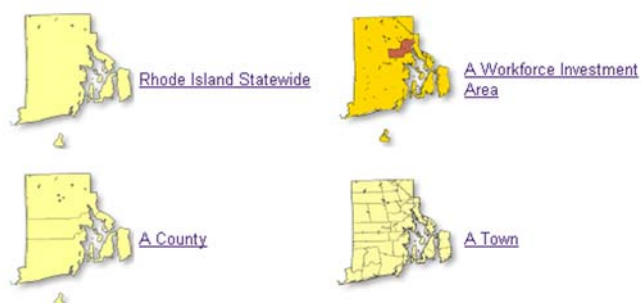
[Display more information about this occupation](#)

RI RED TIP: When displaying more information about an occupation, selecting **RHODE ISLAND** for the area will provide the most comprehensive data

When you click on *Find training for this occupation*, you will have the option of selecting an area (state, county, town) then selecting a program of training. Once you select a program, you'll be given a listing of schools/training providers who offer the courses you need.

Display more information about this occupation will also give you the option of selecting an area.

Please select an option below to indicate where you would like to search for occupational information.



Once you select an area, *Display more information about this occupation* will offer you additional information about the occupation, including skills, abilities and knowledge required to perform that job; employment; wages and projections; education and training levels and providers; links to outside resources and actual job openings; and employers who hire that occupation. It will also give you the option to view an occupational video of a person performing the job and the ability to print out a detailed, custom occupational profile using some or all pieces of information.

Display More Information about this Occupation

You will see the [Display more information about this occupation](#) box on many pages under **Services for Individuals**. It will always bring up the same options as explained on the following pages. These are the primary components of the occupational database and cover over 600 different Rhode Island occupations. From this page, you can:

- ✓ Find actual job openings and employers who may be hiring the position you're interested in
- ✓ Learn about the industries that employ an occupation
- ✓ Determine if the occupation is expanding or declining
- ✓ See the entry, median/middle and experienced wages this job may pay
- ✓ Check out the skills, abilities, knowledge, work styles, and conditions of working in this occupation
- ✓ Visit external web links with even more information on the occupation

As you scroll through each step of the Career Tips, you may run into the same data in on a number of pages. This occurs because the information is important. The next few pages will explain each component in the occupational database, as well as how to obtain the data that is available.

Jobs and Employers



[Jobs Available](#) - Select this option to view job openings in this occupation.



[Employers](#) - Select this option to view employers that may hire people in this occupation.

Education and Training



[Training Programs](#) - Select this option to view education and training programs related to this occupation.



[Preferred Education Level](#) - Select this option to view the education level employers usually prefer for this occupation.

Labor Market Data



[Future Employment Outlook](#) - Select this option to view the potential growth of this occupation.



[Wages](#) - Select this option to view typical wage rates for this occupation.



[Industries](#) - Select this option to view the top industries that employ this occupation.



[Supply and Demand](#) - Select this option to view the labor supply and market demand for this occupation.

Nature of the Work



[Job Duties / Description](#) - Select this option to view the duties required for this occupation and a description of the work.



[Work Activities](#) - Select this option to view the most important work activities for this occupation.



[Tasks](#) - Select this option to view the specific tasks you would commonly perform in this occupation.



[Working Conditions](#) - Select this option to view the working conditions of this occupation.



[Work Values & Needs](#) - Select this option to view the values and needs that are typically important to employees in this occupation.



[Occupational Videos](#) - Select this option to view a short video about this occupation.

Job Requirements



[Skills Required](#) - Select this option to view the skills you need for this occupation.



[Licensing Information](#) - Select this option to view any occupational licenses that you may need.



[Knowledge Required](#) - Select this option to view the knowledge you need for this occupation.



[Abilities Required](#) - Select this option to view the preferred abilities you need for this occupation.



[Required Experience](#) - Select this option to view the work experience employers usually prefer for this occupation.



[Work Interests](#) - Select this option to view the needs and interests of workers in this occupation.



[Work Styles](#) - Select this option to view the personal characteristics that can affect how well someone does in this occupation.

Other



[External Web Resources](#) - Select this option to explore other sources of information about this occupation.



[Related Occupations](#) - Select this option to view a list of related occupations.



[Occupational Comparison](#) - Select this option to compare another occupation to this selected occupation.



[Custom occupation report](#) - Select this option to build a custom occupational detail report from many of the items available on this page.

Display More Information about this Occupation

Find available jobs or employers that may be hiring

Find required training providers (schools, other) or education levels

Find projections, wages, and industries as well as supply and demand of a particular occupation

Learn all O*NET (Occupational Information Network) components of a job including:

- job duties/descriptions
- work activities
- tasks performed
- working conditions
- work values and needs
- occupational video, if available

- skills required for occupation
- licensing information, if needed
- knowledge required
- abilities required
- required experience
- work interests
- work styles

Other information about the occupation including external web resources, related occupations as well as the ability to compare occupations and create a customized occupation report

Jobs and Employers

(available in steps 1 and 4 of *Career Tips*, and under *Job Seeker Services* in *Services For Individuals*. *Employers* are also available under the *Services for Employers* and *Labor Market Analysis* modules of RI RED)



Jobs Available - Select this option to view job openings in this occupation.

The **Jobs Available** link will bring up search criteria for you to search through a number of job banks including America's Job Bank, Hot Jobs and Career Builder. You can search by location, occupation, wage, source and posting date. Once you select the criteria, click on the search button and a listing of jobs will appear. You can apply on-line for any or all of the positions that interest you. Simply click on the job title, read through the description, and if you're interested, click on the **Display more information on this job** button at the bottom. This will bring up the actual posting in a new window, provide you with more information on the position and the ways you can apply for the job.

Quick Search ?

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the **Search** button.

Search Criteria

Location: Rhode Island
[[Select a new location](#)]

Keywords (e.g. Accountant):

Occupation: Accountants
[[Select an occupation group](#)]

Minimum Acceptable Salary: Any Salary

Source: Any Source

Jobs Posted Within: Any Time

[[Reset Criteria](#)]

Search

Other Search Options ?

Select the **Continue** button in this section to view other job search options available. **Continue**

Once you apply (or decide not to apply), you can use close the job window to return to the original job list and repeat the process of looking through the positions and applying for them on-line. If you're a registered user, RI RED will save your entry to your personal profile page.

Other Search Options adds more criteria to your search including a search by employer name and job order number.

The jobs available in RI RED are updated daily. You can easily search new postings by using the **Jobs Posted Within** criteria, which will allow you to search the newest listings in the database (posted in the last 3 days to the last 14 days).

Employers will give you information on nearly all employers in Rhode Island including their industry, address, headquarters, contact person, phone number and web site. Many job seekers find positions just by contacting employers who hire the occupations they are looking for.



Employers - Select this option to view employers that may hire people in this occupation.

You can search for employers by location, by keyword/name, by industry and size. There is also an advanced search which offers search by industry sector, sales volume, location type and employee size range. Once you put in your criteria, click on the Search button and the results will appear on the next page.

You will be able to select an employer, one at a time, and obtain the information we have in the database. If the employer has a web site, you can click on the link, and RI RED will open a new window to that web address.

Once you finish, use the Back button to return to the main listing of employers and continue checking out the listing of employers.

How would you like to search for employers?

For help click the question mark next to each section.

Option 1 - Quick Search ?

Click the **Search** button in this section after you have selected your options.

Search Criteria

Location: [[Change](#)] Rhode Island

Keywords (e.g. Microsoft):

Industry Title: [[Change](#)] All Industries

Employer Size Range: From: 1 To: All including unknown Employees

[[Reset Criteria](#)]

Search

Option 2 - Advanced Search ?

Click the **Search** button in this section to fine tune your employer search criteria.

Continue

RI RED TIP: To search for employers in nearby Massachusetts and Connecticut, go from **Services for Individuals** to **LABOR MARKET ANALYSIS** and select **Search Employers**.

Education and Training

(available in step 3 of **Career Tips** and in **Education Services** in **Services for Individuals**; also from **Services for Employers** module of RI RED)



Training Programs - Select this option to view education and training programs related to this occupation.

Here are educational and training program titles that may be relevant Accountants. Click on an available program title to see providers that offer that selected program in Rhode Island.

For help click the question mark.

Education and Training Programs Accountants

Accounting

Accounting - An instructional program that prepares individuals to practice the profession of accounting, and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

Taxation

Taxation. An instructional program that prepares individuals to provide tax advice and management services to individuals and corporations. Includes instruction in tax law and regulations, tax record systems, individual and corporate income taxation, tax planning, partnerships and fiduciary relationships, estates and trusts, property depreciation, capital gains and losses, dispositions, transfers, liquidity, valuation, and applications to specific tax problems.

RI RED provides basic information on the colleges, universities, career and technical schools, including address, contact, type and programs.

The **Training Programs** link will bring up schools which offer training on the occupation you've selected. For this example, we used *Accounting*. A list of schools, along with their location will come up when we click on the program title. You can link to the schools by clicking on their name, and then on their web address.

A new window will open to the school's web site. Once you finish with the first school, you can continue through the list to any or all that interest you.

Here are the providers offering Accounting programs in Rhode Island. Click a provider name to see specific information on that provider's program.

To sort on any column, click a column title.

Provider Name ¹	City
Bryant University	Smithfield
Johnson & Wales University	Providence
Providence College	Providence
Rhode Island College	Providence
Roger Williams U Metro Center	Providence
Roger Williams University	Bristol
Salve Regina University	Newport
University of Rhode Island	Kingston

[\[Choose another program for Accounting \]](#)

[Display more information about this occupation](#)



Preferred Education Level - Select this option to view the education level employers usually prefer for this occupation.

Here is the information on the education level that employers prefer when hiring Accountants.

For help click the question mark next to each section.

Typical Education Requirements for Accountants

Accountants usually require at least a Bachelor's degree. However, not all employers may make this a hiring requirement.



This information is based on O*NET[™] data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Education, Training and Experience

Component	Percentage of respondents	Description
Required Level of Education	81	Bachelor's Degree
	10	Some College Courses
	4	High School Diploma (or GED or High School Equivalence Certificate)
	3	Post-Baccalaureate Certificate - awarded for completion of an organized program of study; designed for people who have completed a Baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of Master.
On-the-Job Training	33	Over 6 months, up to and including 1 year
	29	Over 1 month, up to and including 3 months

Preferred Education Level provides you with the recommended amount of training needed to be qualified to perform a certain job. Once you select this icon, the next page will bring up the *Typical Education Requirements*, the *Education, Training and Experience*, the *Currently Advertised Education Requirements* for the occupation (in our example, we used Accountant again), as well as the *Description of Training and Qualifications for Accountants and Auditors*.

This piece of the database can help you determine whether you have enough training and experience to pursue this occupation.

Once you've read through the material, you can print this page to a printer, if you want, then select:

[Display more information about this occupation](#)

OR

[Select another Career Service](#)

Labor Market Data

(available in step 2 of **Career Tips** and in **Labor Market Services** in **Services for Individuals**; also from **Labor Market Services** in **Services for Employers**; entire **Labor Market Analysis** module contains similar data)



Future Employment Outlook - Select this option to view the potential growth of this occupation.

Future Employment Outlook gives you long-term employment projections and long-term projected annual openings for the occupation you've selected.



Wages - Select this option to view typical wage rates for this occupation.

Wages provides hourly, annual, currently advertised (if available), and national wage rates. It also gives the entry, median (middle), and experienced wages.

If an advertised wage rate is available, RI RED offers a links to the job orders that are publishing those wages.

Here is the information on the current wage rates for Accountants.

Labor Market Wage Rates for Accountants and Auditors

The 2004 hourly wage for Accountants and Auditors (No data available for Accountants) in Rhode Island are summarized in the table below:

Entry Level	Median	Experienced
\$22.23	\$26.15	\$32.07

Source: OES SURVEY

[Compare with similar occupations | Compare by industry]

The 2004 estimated annual salary for Accountants and Auditors (No data available for Accountants) in Rhode Island are summarized in the table below:

Entry Level	Median	Experienced
\$46,230.00	\$54,390.00	\$66,700.00

Current Advertised Wages for Accountants

An analysis of 9 job order(s) in the system that listed a wage for Accountants in Rhode Island for the period 3/13/2005 through 3/13/2006 indicates that the average posted minimum available wage is \$51,529 per year. The lowest posted minimum available wage is \$27,040 per year. The highest posted minimum available wage is \$75,000 per year. The table below is a statistical breakdown of minimum available wage posted on job orders in the system:

Low Level (Quartile 1)	Median	High Level (Quartile 3)
\$30,000	\$40,000	\$66,722

Note: This information is based on actual job orders and is not based on a statistically valid labor market survey.

[Click here](#) to display the job order(s) that the above information is based on.

National Earnings for Accountants and Auditors

In 2002, the median wage and salary annual earnings of accountants and auditors were \$47,000. The middle half of the occupation earned between \$37,210 and \$61,830. The top 10 percent of accountants and auditors earned more than \$82,730, and the bottom 10 percent earned less than \$30,320. In 2002, median annual earnings in the industries employing the largest numbers of accountants and auditors were:

Federal Government \$51,070
Accounting, tax preparation, bookkeeping, and payroll services 49,520
Management of companies and enterprises 49,110
Local government 44,690
State government 42,680

According to a salary survey conducted by the National Association of Colleges and Employers, bachelor's degree candidates in accounting received starting offers averaging \$40,647 a year in 2003; master's degree candidates in accounting were initially offered \$42,241.

According to a 2003 salary survey conducted by Robert Half International, a staffing services firm specializing in accounting and finance, accountants and auditors with up to 1 year of experience earned between \$29,500 and \$40,500. Those with 1 to 3 years of experience earned between \$34,000 and \$49,500. Senior accountants and auditors earned between \$41,000 and \$61,500; managers earned between \$47,500 and \$78,750; and directors of accounting and auditing earned between \$66,750 and \$197,500 a year. The variation in salaries reflects differences in size of firm, location, level of education, and professional credentials.

In the Federal Government, the starting annual salary for junior accountants and auditors was \$23,442 in 2003. Candidates who had a superior academic record might start at \$29,037, while applicants with a master's degree or 2 years of professional experience usually began at \$35,519. Beginning salaries were slightly higher in selected areas where the prevailing local pay level was higher. Accountants employed by the Federal Government in nonsupervisory, supervisory, and managerial positions averaged \$69,370 a year in 2003; auditors averaged \$73,247.

Source: U.S. Department of Labor Bureau of Labor Statistics

Here is the information on future employment outlook for Accountants.

For help click the question mark next to each section.

Long Term Occupational Employment Projections for Accountants and Auditors

The number of Accountants and Auditors (No data available for Accountants) employed in Rhode Island in 2002 was 4,580. It is projected that in 2012 there will be 5,537. This represents an annual average growth rate of 1.9 percent, faster than 1.1 percent growth rate for all occupations in Rhode Island.

	2002 Employment	2012 Projected Employment	Total 2002-2012 Employment Change	Annual Avg Percent Change
Accountants and Auditors	4,580	5,537	957	1.9%
All Occupations	505,561	563,909	58,348	1.1%

Source: RI DLT LMI - Projections Unit Micro Matrix System

[Compare with similar occupations]

Long Term Projected Annual Openings for Accountants and Auditors

Growth plus replacement needs for Accountants and Auditors (No data available for Accountants) in Rhode Island are estimated to average about 183 openings per year. Of these estimated 183 openings per year, 52.5 percent of these openings are due to growth (new positions) and 47.5 percent of these openings are due to replacements. This compares with all occupations in Rhode Island where 32.7 percent of annual openings are due to growth and 67.3 percent of annual openings are due to replacements. These figures do not take into account how many workers will be competing for these openings.

	Total Annual Avg Openings	Annual Avg Openings Due to Growth	Annual Avg Openings Due to Replacement
Accountants and Auditors	183	96	87
All Occupations	17,838	5,835	12,003

Source: RI DLT LMI - Projections Unit Micro Matrix System

[Compare with similar occupations]

[Display more information about this occupation](#)

[Select another Career Service](#)

[Home | Services | Settings | Log Off]

Here are the top 25 industries for Accountants and Auditors (No data available for Accountants) in Rhode Island. The number of employees is based on a 2002 estimate.

For help click the question mark.

Industries that employ the most Accountants and Auditors

The 25 industries that employed the most Accountants and Auditors (No data available for Accountants) in Rhode Island in 2002 are outlined in the table below.

Industry Title	Number of Accountants and Auditors Employed	Percent of Total Employment
Management of Companies and Enterprises	227	5.0%
Financial Investment & Related Activity	129	2.8%
Miscellaneous Manufacturing	84	1.8%
Real Estate	83	1.8%
Specialty Trade Contractors	48	1.1%
Federal Government, Excluding Postal Ser	41	0.9%
Administrative and Support Services	Confidential	Confidential
Ambulatory Health Care Services	Confidential	Confidential
Chemical Manufacturing	Confidential	Confidential

This screen image shows a portion of the Industries that employ Accountants and Auditors.



Industries - Select this option to view the top industries that employ this occupation.

Industries shows the industry titles that employ the position you're researching. Once you know the industries, you can click on **Employers** and get a list of companies you can contact.



Supply and Demand - Select this option to view the labor supply and market demand for this occupation.

Supply and Demand will show you National information on the supply and demand of the occupation you are researching.

Nature of the Work

(available from [DISPLAY MORE INFORMATION ABOUT THIS OCCUPATION](#) bar)

Most items under **Nature of Work** come from the O*NET (Occupational Information Network) classification system. When you click on them, they provide a listing of job characteristics, including the work activities, working conditions and tasks involved with the occupation.

Nature of the Work



[Job Duties / Description](#) - Select this option to view the duties required for this occupation and a description of the work.



[Work Activities](#) - Select this option to view the most important work activities for this occupation.



[Tasks](#) - Select this option to view the specific tasks you would commonly perform in this occupation.



[Working Conditions](#) - Select this option to view the working conditions of this occupation.



[Work Values & Needs](#) - Select this option to view the values and needs that are typically important to employees in this occupation.



[Occupational Videos](#) - Select this option to view a short video about this occupation.

Job Duties/Description provides a summary of the job duties of each occupation, plus an extensive description of the work performed for a specific job.

Work Activities is a table that lists and ranks the importance of each work activity performed on a specific job, and provides a brief description. You can click on the individual work activity to find a more detailed explanation of the importance of that activity.

Tasks offers a table that lists the typical tasks performed by the occupation you're researching. These are tasks you should be able to perform to do this specific job.

Working Conditions lists, describes and ranks by importance the working conditions of a specific occupation. Items included in this list may include environmental factors of the job, sitting/standing requirements, and repetitive tasks.

Work Values and Needs will give you a list of values and needs that are typically important to employees in the occupation you are researching. It also provides a description and a ranking of each.

Occupational Videos allows you to view a short movie clip of a person actually performing a specific job. You will need a media player to access and view the video.

Job Requirements

(available from [DISPLAY MORE INFORMATION ABOUT THIS OCCUPATION](#) bar)

Skills Required lists and describes the skills requirements, ranked in order by importance, for an occupation.

Licensing Information lets you know whether the job requires a license, as well as the agency who licenses and what is required to obtain a license.

Knowledge Required gives you the most common knowledge categories, in order of importance, required by a specific occupation.

Abilities Required shows the abilities and their descriptions, ranked in order of importance, that are required in order to perform an occupation.

Required Experience illustrates how much and what type of experience is required by employers to be qualified for a specific job.

Job Requirements



[Skills Required](#) - Select this option to view the skills you need for this occupation.



[Licensing Information](#) - Select this option to view any occupational licenses that you may need.



[Knowledge Required](#) - Select this option to view the knowledge you need for this occupation.



[Abilities Required](#) - Select this option to view the preferred abilities you need for this occupation.



[Required Experience](#) - Select this option to view the work experience employers usually prefer for this occupation.



[Work Interests](#) - Select this option to view the needs and interests of workers in this occupation.



[Work Styles](#) - Select this option to view the personal characteristics that can affect how well someone does in this occupation.

Work Interests lists the common work interests attached to occupations, including a description and a rank by importance.

Work Styles shows and describes the typical work styles/personal characteristics, ranked by importance, that an individual should possess to perform the occupation.

Other

(available from **DISPLAY MORE INFORMATION ABOUT THIS OCCUPATION** bar)

Other



External Web Resources - Select this option to explore other sources of information about this occupation.



Related Occupations - Select this option to view a list of related occupations.



Occupational Comparison - Select this option to compare another occupation to this selected occupation.



Custom occupation report - Select this option to build a custom occupational detail report from many of the items available on this page.

External Web Resources lists numerous outside web links that can provide you with more information on the occupation and occupational group that you are researching. Each link opens to a new window, so you can go through it, then return to the original list in RI RED.

Related Occupations gives you a list of jobs that closely relate to the one you're researching, as well as an overview of each. Each occupational title is linked to more information on that particular job.

Occupational Comparison allows you to look at the wages, job projections and other characteristics of two jobs at the same time. RI RED offers four options to select an occupation to compare with:

Option 1 - Select a Similar Occupation (from a given list); this would be the best way to search if the occupation is closely related to the one you're currently researching

Option 2 - Search for an Occupation by Keyword

Option 3 - Select a New Occupation (from an occupational group or from a detailed occupational list)

Option 4 - Search by O*NET Code

Once you select an occupation, click Continue or Search (depending on the option you've used to search). You will get an overview of both occupations, including job summaries, duties and descriptions, wages and job projections, industries, and occupational videos, if available.

These comparisons are useful if you're undecided about what jobs you're interested in, as well as if you're looking for a change in occupations.

Once you review the information contained in the comparison, and you reach the bottom of the result page, you're prompted to either display more information about either occupation, compare your occupation to another occupation, or simply select another Career Service.

Please choose a specific occupation to compare against Adjustment Clerks by selecting one of the options below.

For help click the question mark next to each section.

Option 1 - Select a Similar Occupation ?
Please make a selection from the similar occupations list below and click the Continue button.

Similar Occupations List

- Bill and Account Collectors
- Billing, Cost, and Rate Clerks
- Billing, Posting, and Calculating Machine Operators
- Bookkeeping, Accounting, and Auditing Clerks
- Brokerage Clerks

Continue

Option 2 - Search for an Occupation by Keyword ?
Type a job title or occupational keywords in the box and click the Search button.

Search

Option 3 - Select a New Occupation ?
Please make a selection from the occupational group pull down list below and then choose a occupation in the detailed list and click the Continue button.

Occupational Group

All Occupations

Detailed Occupation List

- Able Seamen
- Accountants
- Actors
- Actuaries
- Administrative Law Judges, Adjudicators, and Hearing Officers

Continue

Option 4 - Search for an Occupation by ONET Code ?
Enter a partial or complete ONET code in the box and click the Search button.

Code example: 13-2011.01

Search

RI RED TIP: A more thorough comparison of Occupations can be found in the Labor Market Analysis module.

Compare Industries and *Compare Areas* is also available from Labor Market Analysis.

Custom Occupation Report allows you create your own customized Occupational Profile from the data contained in the RI RED Occupational database.


When you click on **Custom Occupation Report**, you will get a screen that categorizes the information we have in our occupational database:

- Education and Training
- Labor Market Data
- Nature of the Work
- Job Requirements
- Other Related Occupations

Under each heading, there are check boxes; simply put a check into any box of information you'd like to include in your custom report by clicking on that box. The green checks you see in the illustration on this page are the defaulted items that RI RED selects for you; you can click off these if you DO NOT want them included in your report.

Once you've selected all the data you want included in your report, click on the **View Report** button at the bottom. This will bring up your custom report, which can be printed or copied and pasted into another program by right-clicking on your selected data.

This section allows you to view or print selected information in a custom report available on the system. Please select what information you would like to view for Licensed Practical and Licensed Vocational Nurses from the options listed below.

 For help click the question mark.

Education and Training

- ☒ Preferred Education Level
 - ☐ Typical Education Requirements
 - ☐ Current Advertised Education Requirements
 - ☐ Description of Training and Qualifications
 - ☐ Education, Training and Experience

Labor Market Data

- ☒ Future Employment Outlook
 - ☐ Long Term Occupational Employment
 - ☐ Long Term Projected Annual Openings
- ☒ Wages
 - ☐ Labor Market Wage Rates
 - ☐ Current Advertised Wages
 - ☐ National Earnings
- ☐ Industries
- ☐ Supply and Demand

Nature of the Work

- ☒ Job Duties / Description
 - ☐ Summary of Job Duties
 - ☐ Description of the Work Performed
- ☐ Working Conditions
 - ☐ National Working Conditions
 - ☐ Working Context
- ☐ Work Activities
- ☐ Tasks

Job Requirements

- ☐ Required Experience
 - ☐ Typical Work Experience
 - ☐ Current Advertised Work Experience
- ☒ Skills Required
- ☐ Abilities Required
- ☐ Work Styles
- ☐ Licensing Information
- ☐ Knowledge Required
- ☐ Work Interests

Other Items

- ☐ Related Occupations

View Report

Display more information about this occupation

Select another Career Service

This is part of the Custom Report created for Accountants:

Here is your custom detailed occupation report for Accountants.

Typical Education Requirements for Accountants

Accountants usually require at least a Bachelor's degree. However, not all employers may make this a hiring requirement.



This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Current Advertised Education Requirements for Accountants

Our analysis of the job orders in the system for Accountants in Rhode Island for the period 7/20/2005 through 7/20/2006 has led to the education requirements break down described in the table below. The Education Requirements column displays the level of education required by the job order. The Total column displays the number of job orders requiring that education level.

Education Requirements	Total
High School Diploma / GED	3
Associate's Degree	2
Bachelor's Degree	8

Note: This information is based on actual job orders and is not based on a statistically valid labor market survey.

Back to Career Tips....Step 2, Checking the Labor Market

Once you've completed **Step 1 - Self Assessment**, you need to determine if the occupation you've selected fits your needs. **Step 2 - Checking the Labor Market** will help you do this. There are three components in Step 2: **Job Market Explorer**, **Career Informer**, and **Labor Market Services**.

Step 2 - Checking the Labor Market

Use our occupation analysis tools to see how a specific occupation fares in your area...

Once you know the type of job or career you wish to pursue, your next step is to find information on specific occupations and explore the labor market in your area. These tools will provide you with a wide variety of information about the occupations you are researching.

The **Job Market Explorer** will help you find an occupation by analyzing occupational information that you select, such as the type of occupation you're interested in, the education and experience that you have, and the wages you would like to earn.

You can also use the **Career Informer** to display information specific to an occupation, such as wages, employers, future employment outlook, work activities and conditions, required skills and abilities, and listings for jobs in that occupation that are currently available in your area.

You also will find useful economic, labor market, unemployment, and other related information at **Labor Market Services**.

Job Market Explorer analyzes occupational data including necessary experience, wages and job projections.

Career Informer gives you a brief overview of the duties, job openings, wage and industry data.

Labor Market Services contains Area, Industry and Occupational Profiles, along with Labor Market Facts, a Frequently Asked Questions page.

Job Market Explorer first asks you to select a geography. We recommend you select Rhode Island. Explorer will help you analyze occupations in the state area based on criteria you select. It will then follow three steps:



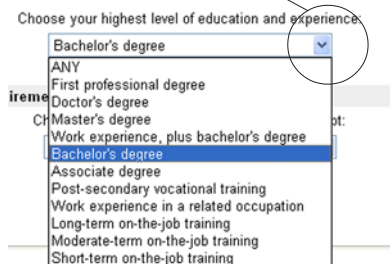
The Job Market ask you to follow

- Step 1. Select an Occupational Group
- Step 2. Select an Education and Experience Level
- Step 3. Enter Wage Requirement - select the lowest wage you're willing to receive

Once you fill out the criteria, a table will be produced from your inputs. For our example, we used the following criteria:

1. Occupational Group - Business and Financial Operations Occupations
2. Education - Bachelor's Degree
3. Wage Requirements - Any

Use the drop down arrow to scroll through your options and click on the criteria you'd like to select.



Our Job Market Explorer can help you analyze occupations in the Rhode Island area based on criteria you select. Please follow the three steps below.

For help click the question mark next to each section.

Step 1 - Occupation Group

Choose the occupation group that you are interested in:

Business and Financial Operations Occupations

Step 2 - Education and Experience

Choose your highest level of education and experience:

Bachelor's degree

Step 3 - Wage Requirements

Choose the lowest wage you are willing to accept:

ANY

Continue

Once you've entered your criteria, click on the Continue button. Your results will appear in a table on the next page.

RI RED TIP: Always leave Wage Requirements on **ANY** to maximize your search results. Setting a wage criteria can lower your search results.

Here are the results from our search from the previous page:

Here are the occupations that matched your criteria. When a link is available, click an occupation title in the table below to see more information about that occupation.

For help click the question mark.

To sort on any column, click a column title.

Occupation Title	Recommended Education Level	2002 Estimated Employment	2012 Projected Employment	Total Annual Percent Change	Total Annual Avg Openings	2004 Median Wage
Tax Preparers	Moderate-term on-the-job training	167	209	2.3 %	7	\$ 30,930
Claims Adjusters, Examiners, and Investigators	Long-term on-the-job training	1,436	1,531	0.6 %	28	\$ 46,050
Compliance Officers, Except Agriculture, Construct	Long-term on-the-job training	583	634	0.8 %	19	\$ 55,820
Emergency Management Specialists	Work experience in a related occupation	59	66	1.1 %	2	\$ 52,390
Appraisers and Assessors of Real Estate	Post-secondary vocational training	788	947	1.9 %	33	\$ 42,600
Budget Analysts	Bachelor's degree	320	367	1.4 %	10	\$ 59,770

Clicking on any underlined Occupation in the first column will bring you to a brief summary of that occupation as well as bring you into the **Display More Information about this Occupation** screen. Clicking on any column heading will sort the table by that column.

Below the table, you will find buttons to change the way the wages are displayed (annually or hourly), as well as the number of records you'd like to view per page, the option to *Change Areas*, *Change your original criteria* or a *Print View*.

☒ Estimated Annual Salary ☐ Hourly wage

Records per page:

[[Change area](#) | [Change criteria](#) | [Print View](#)]

Select another Career Service

Once you've finished, click, "Select another Career Service" to return to the Career Services main page.

Career Informer, the second component in Step 2, Checking the Labor Market, provides you with similar occupational data, but also contains O*NET skills and abilities, a link to current job openings, and industry information. To begin, you need to select an area. We recommend you select Rhode Island. You will be given four ways to select your occupation: by keyword, from a previously chosen occupation, from a detailed occupational list or by O*NET code. If you know the exact occupation, type it in under Option 1 - *Search for Occupation by Keyword*. Once typed in, click on the Search button. We typed *Accountant* for our search. This brings up a list of occupations that closely matches the one you typed in. From this list, click on the underlined occupation that you'd like to search. Here is the list we got from our search of *Accountant*.



Please choose a specific occupation by selecting one of the options below.

For help click the question mark.

Select a New Occupation

Here is a list of occupations that matched your keyword search. Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, job titles, or description of each occupation.

You may click on the matched indicator in the Job Titles and Occupation Description columns to view the corresponding matches. To find information about an occupation, click on its title.

Score	Occupation	Occupation Title	Job Titles	Occupation Description
100%	Accountants	✓	✓	
63%	Tax Preparers		✓	✓
38%	Billing, Cost, and Rate Clerks		✓	
38%	Billing, Posting, and Calculating Machine Operators		✓	
38%	Bookkeeping, Accounting, and Auditing Clerks		✓	
38%	Budget Analysts		✓	
38%	Financial Managers, Branch or Department		✓	

[[Change search criteria](#)]

Please choose a specific occupation by selecting one of the options below.

For help click the question mark next to each section.

Option 1 - Search for an Occupation by Keyword

Type a job title or occupational keywords in the box and click the Search button.

accountant

Search

Option 2 - Select a Previously Chosen Occupation

Click on a title in this list of the most recent occupations you've selected and then click the Continue button.

Once you click on the occupational title, the Career Informer page comes up with various pieces of information on the occupation, including job duties, jobs available, projected employment, wages and industries that hire that particular job.

Labor Market Services is the last link in Step 2, *Checking the Labor Market*. It is also available from the right side red menu bar. Labor Market Services has four components: Labor Market Facts, which is a Frequently Asked Questions page; Area Profile; Industry Profile; and Occupational Profile. Labor Market Facts contains information like, “What are the highest paying jobs?”,

“What are the fastest growing jobs?”, and “Who are the largest employers?”. The next page requires you to select an area, using maps. Once you select the area, the answer will appear in table format.

For our example here, we clicked on *What is the unemployment rate in an area?* We selected *State of Rhode Island* for our area. The table below supplied the answer to the original question for the most current data available. Click on the blue bar at the bottom to bring you back to the Labor Market Facts page.

[Home](#)
[Quick Menu](#)
[Job Search](#)
Services for Individuals
[Career Services](#)
[Job Seeker Services](#)
[Education Services](#)
[Labor Market Services](#)
Other Services
[My Individual Profile](#)
[Assistance Center](#)
[About this Site](#)

Welcome to Labor Market Services. Here you can research a wide variety of economic information for various regions. Please select a Service from one of the options below.



[Labor Market Facts](#) - Select this option to answer commonly asked questions about the local labor market.



[Area Profile](#) - Select this option for a summary of the labor market in a selected area.



[Industry Profile](#) - Select this option to access labor market information on industries in a selected area.



[Occupational Profile](#) - Select this option to access labor market information on occupations in a selected area including wages.

Please select one of the options below to see the answer to commonly asked questions about the local labor market.

Looking for a job? Information on Occupations and Jobs

[What jobs are currently listed for an area?](#)

[What are the highest paying jobs in an area?](#)

[What are the lowest paying jobs in an area?](#)

[What are the fastest growing jobs in an area?](#)

[What are the slowest growing jobs in an area?](#)

[What jobs have the highest employment in an area?](#)

[What jobs have the lowest employment in an area?](#)

Industries and Employers

[What are the largest employers in an area?](#)

[Find a specific employer in an area](#)

Specific Area Information

[What is the unemployment rate in an area?](#)

[What training institutions are in an area?](#)

Here is the information on unemployment for your selected area.

For help click the question mark next to each section.

Unemployment Summary

The total civilian labor force in Rhode Island for March, 2006 was 571,077 of which 537,928 were employed and 33,149 were unemployed. The unemployment rate was 5.8 percent.

Labor force, Employment and Unemployment Statistics

Here is the labor force, employment and unemployment information for Rhode Island. These figures are for the March, 2006 time period. These figures are not seasonally adjusted.

Area	Civilian Labor Force	Number Employed	Number Unemployed	Unemployment Rate	Preliminary Data
Rhode Island	571,077	537,928	33,149	5.8%	No
United States	150,027,000	142,772,000	7,255,000	4.8%	No

Source: LAUS Unit, LAUS system output file

Select another Labor Market Fact

Area Profile, the second option under Labor Market Services, provides an overview of Rhode Island, its cities and towns, counties, and Workforce Investment Areas. Simply click on the map (the Town map offers both cities and towns), and a brief overview of the area will be displayed. For our example here, we clicked on the *Town* map, then selected *Cranston*. From the overview page, we can now either display more information about this area, or go back to the Labor Market Services page using the blue buttons at the bottom of the page.

Please select an option below to indicate where you would like to look for area and economic information.



[Rhode Island Statewide](#)



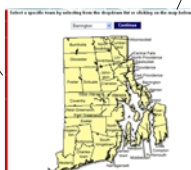
[A Workforce Investment Area](#)



[A County](#)



[A Town](#)



Here is a summary of the current area profile for Cranston. For a listing of jobs and training, demographic, economical, and labor market information in the area, click the *Display other information about this area* button below.

The total civilian labor force in Cranston for April, 2006 was 42,668 of which 40,368 were employed and 2,300 were unemployed. The unemployment rate was 5.4 percent.

The total number of estimated employees located in Rhode Island (No data available for Cranston) in 2002 was 505,561. The largest major occupation group was Office and Administrative Support Occupations, with 17 percent of the estimated employment, followed by Sales and Related Occupations with 10 percent, and Production Occupations with 9 percent.

[\[Display in a numerical format | Print View \]](#)

Display more information about this area

Select another Labor Market Service

Industry Profile will provide you with an overview of any Rhode Island industry, including employment, occupations related to the industry, and other pertinent information. Once you select Industry Profile, the same maps will appear. Click on the map of your choice, then you will be asked to choose an industry. RI RED offers you two ways to choose an industry; by keyword, or by selecting from a detailed list. For our example, we typed in Manufacturing, then clicked on the blue **Search** button. We are then prompted to select an industry within the Manufacturing sector. From here, we chose Accessories and Other Apparel Mfg and clicked on **Continue**.

Please choose a specific industry by selecting one of the options below.
For help click the question mark next to each section.

Option 1 - Search for an Industry by Keyword
Type your keywords in the box and click the Search button.

Search

Option 2 - Select a New Sector (2 digit) / Subsector (3 digit)
Please make a selection from the sector (2 digit) pull down list below and then choose a subsector (3 digit) in the detailed list and click the Continue button.

Sector (2 digit)

All Industries

Subsector (3 digit)

Accommodation
Administration of Economic Programs
Administration of Environmental Programs
Administration of Human Resource Program
Administrative and Support Services

Continue

There are 71 industries in Rhode Island for keyword "manufacturing". Choose an item and click Continue.
For help click the question mark next to each section.

Option 1 - Choose a Industry Group (4 digit)

Accessories and Other Apparel Mfg

Aerospace Product & Parts Manufacturing
Ag., Construction, and Mining Machinery
Agricultural Chemical Manufacturing
Animal Food Manufacturing
Apparel Knitting Mills

Continue

Change industry

RI RED used the North American Industry Classification System (NAICS) coding structure to drill into the numerous industries in the database. Here is the data we retrieved from our example. If you'd like more information on this Industry, click on the blue **Display more information about this industry** button, or Select another Labor Market Service, the other blue button below. Selecting Display more information about this industry will bring you the entire Industry database.

Here is a summary of the current labor market information on Industry Group (4 digit) Accessories and Other Apparel Mfg in Rhode Island .

This industry group comprises establishments primarily engaged in manufacturing apparel accessories and other apparel (except apparel knitting mills, apparel contractors, men's and boys' cut and sew apparel, women's and girls' cut and sew apparel, infants' cut and sew apparel, fur and leather apparel, and all other cut and sew apparel). This industry group includes jobbers performing entrepreneurial functions involved in manufacturing apparel accessories.

There were 3 work locations in this industry in Rhode Island in 2005, with a total of 86 employees.

Print View

Display more information about this industry

Select another Labor Market Service

Choose one of the options below to see more information about Industry Group (4 digit) Accessories and Other Apparel Mfg in Rhode Island .

Jobs and Training

Jobs Available - Select this option to view job openings in this industry.

Employers - Select this option to view employers that may hire people in this industry.

Labor Market Data

Future Employment Outlook - Select this option to view the potential growth of this industry.

Number of Firms and Workers - Select this option to view the number of firms and employees in this industry.

Average Weekly Wage - Select this option to view typical wage rates for this industry.

Areas Where Found - Select this option to view the number of employees in this industry by region.

Staffing Patterns - Select this option to view the top occupations in this industry.

Nature of the Industry

Industry Description - Select this option to see an overview of this industry.

Other

Industry Comparison - Select this option to compare another industry to your currently selected industry.

Detailed report - Select this option to build a custom industry detail report from many of the items available on this page.

Change area | Change industry | Industry profile

Select another Labor Market Service

Jobs Available shows the job openings in the industry.

Employers gives you a list of RI Employers in that industry.

Future Employment Outlook offers job projections.

Number of Firms and Workers shows RI current employment for the industry.

Average Weekly Wage provides the weekly wage, if available, for the industry.

Areas Where Found shows the locations of the industry.

Staffing Patterns gives occupational details of the industry.

Industry Description provides a detailed explanation of the industry.

Industry Comparison allows you to compare two industries.

Detailed Report offers you a customized, printable report on the industry.

Rhode Island RED

page 22

Occupational Profile, the last component in Labor Market Services, provides you with access to the RI RED Occupational Data. Like the other profiles, you are first asked to select an area from the maps offered: State, City/Town, County, or Workforce Investment Area. Once an area is chosen, you are given four options to search for Occupations: by typing a keyword, by selecting a previously chosen occupation (if you're registered and have conducted a prior search), by detailed occupational list, or by O*NET code. Under each option is a blue button, either **Search** or **Continue**. How you conduct your search determines which button you should click. For our example, we used option 1, and typed in *Nurse* then clicked on the Search button.

Please choose a specific occupation by selecting one of the options below.

For help click the question mark next to each section.

Option 1 - Search for an Occupation by Keyword

Type a job title or occupational keywords in the box and click the Search button.

Search

Option 2 - Select a Previously Chosen Occupation

Click on a title in this list of the most recent occupations you've selected and then click the Continue button.

Accountants
Helpers-Brickmasons, Blockmasons, Stonemasons, and Tile and Marble Setters
Tax Preparers

Continue

The next screen contains a list of occupations which match the one we typed. We clicked on **Licensed Practical and Licensed Vocational Nurses**. This brought us to the Occupational Profile page.

Please choose a specific occupation by selecting one of the options below.

For help click the question mark.

Select a New Occupation

Here is a list of occupations that matched your keyword search. Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, job titles, or description of each occupation.

You may click on the matched indicator in the Job Titles and Occupation Description columns to view the corresponding matches. To find information about an occupation, click on its title.

Score	Occupation	Occupation Title	Job Titles	Occupation Description
100%	Licensed Practical and Licensed Vocational Nurses	✓	✓	✓
100%	Nursery Workers	✓	✓	✓
100%	Registered Nurses	✓	✓	✓
80%	Nursery and Greenhouse Managers	✓	✓	
50%	Farmers and Ranchers		✓	✓

The Occupational Profile page contains the job duties, the job openings for the exact job title and closely related job titles, wages, employment projections and industries that hire the occupation. Not enough information? Click on the Display more information about this occupation button at the bottom of the page for access to all the information on Occupations in the RI RED database. For an overview of the **Display more information about this occupation** options, please refer back to page 10 of this manual.

Here is a summary of the current labor market for Licensed Practical and Licensed Vocational Nurses in Rhode Island. Click the **Display more information about this occupation** button below to view jobs and employers, education and training, labor market data, and job requirements.

Summary of Job Duties for Licensed Practical and Licensed Vocational Nurses	
Licensed Practical and Licensed Vocational Nurses	
Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.	

This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Jobs Available for Licensed Practical and Licensed Vocational Nurses / Healthcare Practitioners and Technical Occupations

There are **23 job(s)** available in the system specifically for Licensed Practical and Licensed Vocational Nurses in Rhode Island. The related occupational group of Healthcare Practitioners and Technical Occupations in Rhode Island has **374 job(s)** available.

Jobs Available	
Licensed Practical and Licensed Vocational Nurses	23 job(s)
Healthcare Practitioners and Technical Occupations	374 job(s)

Labor Market Wage Rates for Licensed Practical and Licensed Vocational Nurses

The 2004 hourly wage for Licensed Practical and Licensed Vocational Nurses in Rhode Island are summarized in the table below:

Entry Level	Median	Experienced
\$18.15	\$20.43	\$23.16

Source: OES SURVEY

The 2004 estimated annual salary for Licensed Practical and Licensed Vocational Nurses in Rhode Island are summarized in the table below:

Entry Level	Median	Experienced
\$37,760.00	\$42,490.00	\$48,180.00

Source: OES SURVEY

Long Term Occupational Employment Projections for Licensed Practical and Licensed Vocational Nurses

The number of Licensed Practical and Licensed Vocational Nurses employed in Rhode Island in 2002 was 2,241. It is projected that in 2012 there will be 2,534. This represents an annual average growth rate of 1.2 percent, faster than 1.1 percent growth rate for all occupations in Rhode Island.

	2002 Employment	2012 Projected Employment	Total 2002-2012 Employment Change	Annual Avg Percent Change
Licensed Practical and Licensed Vocational Nurses	2,241	2,534	293	1.2%
All Occupations	505,561	563,909	58,348	1.1%

Source: RI DLT LMI - Projections Unit Micro Matrix System

Long Term Projected Annual Openings for Licensed Practical and Licensed Vocational Nurses

Growth plus replacement needs for Licensed Practical and Licensed Vocational Nurses in Rhode Island are estimated to average about 78 openings per year. Of these estimated 78 openings per year, 37.2 percent of these openings are due to growth (new positions) and 62.8 percent of these openings are due to replacements. This compares with all occupations in Rhode Island where 32.7 percent of annual openings are due to growth and 67.3 percent of annual openings are due to replacements. These figures do not take into account how many workers will be competing for these openings.

	Total Annual Avg Openings	Annual Avg Openings Due to Growth	Annual Avg Openings Due to Replacement
Licensed Practical and Licensed Vocational Nurses	78	29	49
All Occupations	17,838	5,835	12,003

Industries that employ the most Licensed Practical and Licensed Vocational Nurses

The 10 industries that employed the most Licensed Practical and Licensed Vocational Nurses in Rhode Island in 2002 are outlined in the table below.

Industry Title	Number of Licensed Practical and Licensed Vocational Nurses Employed	Percent of Total Employment
Administrative and Support Services	201	9.0%
Social Assistance	30	1.3%
Federal Government, Excluding Postal Ser	21	0.9%
Private Households	2	0.1%
Accommodation	Confidential	Confidential
Ambulatory Health Care Services	Confidential	Confidential
Educational Services	Confidential	Confidential
Hospitals	Confidential	Confidential
Insurance Carriers & Related Activities	Confidential	Confidential
Nursing and Residential Care Facilities	Confidential	Confidential

Source: RI DLT LMI - Projections Unit Micro Matrix System

[[Display in a narrative format](#) | [Print View](#)]

Display more information about this occupation

Career Tips....Step 3, Finding Schools and Education Programs

Now that you've assessed your skills, and checked the Labor Market, you're ready to research education and training programs to prepare you for that occupation. **Step 3, Finding Schools and Educational Programs**, has three main modules: Educational Services; Training Providers and Schools; and Training and Educational Programs.

Step 3 - Finding Schools and Educational Programs

Step 3 - Finding Schools and Educational Programs

Find information on education or training you may need for an occupation...

While learning about a possible new occupation, you may find that you will need additional education or training in order to qualify for the job you want. The [Education Services](#) section can help you find the schools, training providers, and educational programs that are available to help you upgrade your skills.

Visit the [Training Providers and Schools](#) page to locate information on specific training providers or schools in your area, including the programs offered, program costs, how long the program takes to complete, and contact information for the school or provider.

Visit the [Training and Educational Programs](#) page to search for programs that are related to a specific job or occupation, or by the name of the program. After you find the program you're interested in, you can then access a list of the schools and providers in your area that currently offer the program.

[Top](#)

Educational Services actually contains the other two links in Step 3, plus Financial Aid, Program Completer and RI RED related information.

Training Providers and Schools contains information on all RI colleges, universities, career and technical schools. Once clicked, you will be asked to select a map (state, city/town, county or Workforce Investment area). We recommend you select state of Rhode Island. You are then given two search options; search by Keyword or All Providers.

If you're interested in a particular provider, you can type the name of it in **Option 1**, then click the **Search** button. If you'd like to see the entire list, click on **Option 2, All Providers**. The table containing all the schools is sorted alphabetically, but you can click on the column headings to sort the schools if you prefer them to be sorted by city or by zip code. Each school title is linked to another page which gives more information about the school including a live web link, address, program and contact information.

Here are the Education and Training Providers in Rhode Island. Click a table heading to sort the data by that column. Click a provider's name to see details for that provider.

To sort on any column, click a column title.

Provider Name ¹	City	State	Zip Code
Aquidneck Island Adult Learnin	Newport	RI	02840
Arthur Angelo's School-Hair De	Providence	RI	02903
Boston Bartender's Schl of Ame	Johnston	RI	02919
Boston Bartender's Schl of Ame	Westerly	RI	02891
Brown University	Providence	RI	02912
Bryant Ctr Mgt Devel	Smithfield	RI	02917
Bryant University	Smithfield	RI	02917
Career Education Institute CEI	Lincoln	RI	Unknown
Central Directory for Nurses	Providence	RI	02907
Chariho Area Adult Learning Ct	Wood River Junction	RI	02894
Chariho Area Career & Tech Ctr	Wood River Junction	RI	02894
Chariho Regional High School	Wood River Junction	RI	02894
Coldwell Banker Gold Real Est	East Providence	RI	02915
Community Col/Davies/Career/Te	Lincoln	RI	02865
Community College of R.I.	Warwick	RI	02886
Community College of R.I.-Linc	Lincoln	RI	02865

Welcome to Education Services. Here you can find a suitable training or educational program, as well as information on training providers and schools. Please select a Service from one of the options below.



[Training Providers and Schools](#) - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.



[Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.



[Education Program Completers](#) - Select this option to review the number of students that complete training and education programs for an occupation.



[Financial Aid for Training](#) - Select this option to explore potential sources of financial assistance for training programs that you may be interested in.

RI RED Related Items



[WIA Approved Training Providers and Programs](#)

Training and Education Programs will provide you with almost the same data results, only instead of searching just for schools, you search for schools by programs they offer. Begin by selecting a map. We again recommend selecting the state. From here, you will be given two search options, Program Title or Keyword, or Occupation.

Please choose a method to search for a training or education program.

Option 1 - Search by Program Title or Keyword

[Program Title or Keyword](#) - Select this option to locate a training or education program by program title or keyword.

[Continue](#)

Option 2 - Search by Occupation

[Occupation](#) - Select this option to locate a training or education program in your occupation or field of interest.

[Continue](#)

Searching by **Program Title or Keyword** will bring up two new search options; Option 1 - Training or Educational Program Category or Option 2 - typing in a Keyword. Option 1 is a drop-down box that will let you select programs from a list of program categories. Option 2 allows you to type in a Program Keyword and search from there.

Please choose a specific training or education program by selecting one of the options below.

For help click the question mark next to each section.

Option 1 - Choose a Training or Education Program Category

Choose a training or education program category from the list below and then click the *Continue* button.

AGRICULTURAL BUSINESS AND PRODUCTION

Continue

Option 2 - Search for a Training or Education Program by Keyword

Type your keywords in the box and click the *Search* button.

Search

No matter how you decide to search, the results will be the same; a listing of educational providers who offer training on the program/occupation you've searched. Here is an example of the result of a search for Accounting.

Here are the providers offering Accounting programs in Rhode Island. Click a provider name to see specific information on that provider's program.

To sort on any column, click a column title.

Provider Name ¹	City
Bryant University	Smithfield
Community College of R.I.	Warwick
Johnson & Wales University	Providence
Providence College	Providence
Rhode Island College	Providence
Roger Williams University	Bristol
Salve Regina University	Newport
University of Rhode Island	Kingston

[[Choose another program for Accounting](#)]

Select another Education Service

Each provider name in the table is linked to a page with more data about the particular program that matched your criteria. When you click on the program name, it links you to information about the school including the address, phone, contact and web site. From here, if interested, you can contact the school to determine admissions and program requirements, courses, costs, and other information about the program.

Searching by **Occupation** will bring up four search options shown below: search by Occupation/Keyword; search by Previous Occupation (if you're registered and have search history); select a New Occupation, or search by O*NET.

Please choose a specific occupation by selecting one of the options below.

For help click the question mark next to each section.

Option 1 - Search for an Occupation by Keyword

Type a job title or occupational keywords in the box and click the *Search* button.

Search

Option 2 - Select a Previously Chosen Occupation

Click on a title in this list of the most recent occupations you've selected and then click the *Continue* button.

Accountants
Clergy
Registered Nurses

Continue

Option 3 - Select a New Occupation

Please make a selection from the occupational group pull down list below and then choose a occupation in the detailed list and click the *Continue* button.

Occupational Group

All Occupations

Detailed Occupation List

Able Seamen
Accountants
Actors
Actuaries
Adjustment Clerks

Continue

Option 4 - Search for an Occupation by ONET Code

Enter a partial or complete ONET code in the box and click the *Search* button.

Code example: 13-2011.01

Search

Welcome to Education Services. Here you can find a suitable training or educational program, as well as information on training providers and schools. Please select a Service from one of the options below.



[Training Providers and Schools](#) - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.



[Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.



[Education Program Completers](#) - Select this option to review the number of students that complete training and education programs for an occupation.



[Financial Aid for Training](#) - Select this option to explore potential sources of financial assistance for training programs that you may be interested in.

Education Program Completers provides you with the number of graduates by program for the past year. This is useful data, as it gives job seekers an idea of what the labor market looks like for a given school year, in terms of competition.

There are four options for searching for program completers; by typing a Keyword; by using a Previously Chosen Occupation (if you're registered); by using an Occupational List; or by O*NET code. Once you select the occupation, you will get a listing of completers by program type (Bachelor's, Master's, etc.) by program. The illustration below shows completers for Accounting for 2005.



Displayed below are completers for Accounting in Rhode Island for the year 2005

Completer Type	Completers
Accounting - Associate's Degree	84
Accounting - Bachelor's Degree	138
Accounting - Master's Degree	59
Accounting - Post-Master's Certificates	4
Accounting - Postbaccalaureate Certificates	4
Accounting - Postsec. Awards/Cert./Diplomas; 1-2 yrs.	9
Accounting - Postsec. Awards/Cert./Diplomas; 2-4 yrs.	9
Accounting - Sum of all types	189
Finance, General - Associate's Degree	36
Finance, General - Bachelor's Degree	43
Finance, General - Doctoral Degree	69
Finance, General - Master's Degree	164
Finance, General - Post-Master's Certificates	2
Finance, General - Postbaccalaureate Certificates	2
Finance, General - Sum of all types	112
Management Information Systems and Business Data Processing, - Bachelor's Degree	51



[Financial Aid for Training](#) - Select this option to explore potential sources of financial assistance for training programs that you may be interested in.

You can also visit RI RED's **Financial Aid for Training** page for a web site listing of Rhode Island state and federal agencies that can provide scholarship and grant money for education. Some of these sites will allow you to apply for funds directly from the web. **Financial Aid for Training** is a link available under **Educational Services**.

Career Tips....Step 4, Finding Employers and Today's Job Openings

The last Career Tip Step is **Step 4 - Finding Employers and Today's Job Openings**. The link here brings you into Job Seeker Services. Job Seeker services has three major features; Find Job Openings, Job Market Trends and Employers. The RI RED Related Items include links to outside resources including DLT's netWORKri web site, state job vacancies, web sites to assist with resume preparation, external job search sites and newspaper postings.

Step 4 - Finding Employers and Today's Job Openings

Step 4 - Finding Employers and Today's Job Openings

Now you're ready to visit Job Seeker Services...

If you've used all of the tools in Career Services, you are now ready to visit [Job Seeker Services](#). In Job Seeker Services you will find information about employers and be able to search for today's best job listings for your selected occupation.

[Top](#)

Search criteria also contains minimum acceptable salary, job source and posting date. Jobs on RI RED come from America's Job Bank, Yahoo Hot Jobs and Career Builder. Posting date allows you to search jobs by the date they were posted, from the past three days to the past two weeks. Advance Search criteria will let you search jobs by Employer as well as by job order number. To run an advanced search, click on the Other Search Options Continue button. To run a regular search, choose your criteria and click on Search.

Find Job Openings is the first component in Job Seeker Services. Once you click on it, a selection of maps comes up. You can search for jobs in the State, by county, by cities and towns and even by radius around a zip code. After you select a geography, quick search criteria will appear. This includes keying in occupational title, or search by occupational group.

Welcome to Job Seeker Services. Here you can look for and get placed in a new job. Please select a Service from the options below.



Find Job Openings - Select this option to find current job openings. If you have a job order number from a previous search, [click here](#) to search by that number.



Job Market Trends - Select this option to assess current market trends based on available job orders in the system.



Employers - Select this option to find detailed information on employers that may be of interest to you. These employers may or may not have any current job openings.

RI RED Related Items

Need help writing cover letters and resumes? Please visit one of our [netWORKri](#) offices or the following online resources:

- Resume-Help: www.resume-help.org
- Monster Resumes: <http://resume.monster.com>
- Delaware's [Career Compass](#)

Other sites to search job openings:

[State of RI Job Vacancies](#) | [Job Fairs & Recruitments](#)

For our search, we typed in **Accountant**, selected Jobs Posted within the last three days, and hit Search. The result contained 38 postings. Here is a sample of the screen:

Here is a listing of job openings in Rhode Island that meet your search criteria. Click on a job title to see more information about the job.

Your search found 38 job(s) that matched your search criteria.

[For help click the question mark.](#)

To sort on any column, click a column title.

Job Title / Description Snippet	Employer	Location	Salary	Salary Unit	Src	Key Match
Accountant		Providence			PJB	1
...Our clients are hiring! Our clients have an URGENT need for Staff Accountants , Financial Analysts, CPA's, Accounts Payable, Accounts Receivable and Payroll profession..						
ACCOUNTANT		Providence			PJB	1
ACCOUNTANT: is looking for a degree professional experienced in general ledger..						
ACCOUNTANT STAFF	Confidential	Providence			PJB	1
...Confidential ACCOUNTANT STAFF : Several opportunities in the local area. The right individual will have 2 + years ..						
ACCOUNTANT/	The Grovemith					

Employer names have been omitted from this screen for confidentiality.

Here is a listing of job openings in Rhode Island that meet your search criteria. Click on a job title to see more information about the job.

Your search found 38 job(s) that matched your search criteria.

For help click the question mark.

To sort on any column, click a column title.

Job Title / Description Snippet	Employer	Location	Salary	Salary Unit	Src	Key Match
Accountant		Providence			PJB	1
...Our clients are hiring! Our clients have an URGENT need for Staff Accountants , Financial Analysts, CPA's, Accounts Payable, Accounts Receivable and Payroll profession..						
ACCOUNTANT		Providence			PJB	1
ACCOUNTANT: is looking for a degree professional experienced in general ledger...						
ACCOUNTANT STAFF	Confidential	Providence			PJB	1
...Confidential ACCOUNTANT STAFF: Several opportunities in the local area. The right individual will have 2 + years ..						
ACCOUNTANT/	The Greenwich					

Jobs are listed alphabetically, but like most RI RED tables, they can be sorted by any column heading. When you click on a job, a new page will open with more information on that particular position, including job description, skills needed and licensing requirements.

Here are the details for the selected job. If you wish to apply for this job click the **Display more information on this job** button.

For help click the question mark next to each section.

Job Information

Job Order Number: 31199259
Employer Name: ABC
Job Title: Account Executive
Occupation: Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
Job Duration: Full Time more than 150 Days
Job Position(s): 1
Type of Employer: None Specified

Job Requirements

Minimum Age: None Specified
Test Requirement: None Specified
Description of testing performed: None Specified
Hiring Requirements: None Specified
Education Level: Unspecified
Experience: 00 months
Driver's License Certification Requirement: None Specified
Job Skills: [View Typical Skills](#)

Compensation and Hours

If you're interested in the job and want to see more information and apply for the job, scroll to the bottom of the page and click on **Display more information on this job**.

To display more information including how to apply for this job, click the button below.

[Display more information on this job](#)

The job posting will open a new window to the job bank where the position was originally listed. You can apply directly from that window then return to the original job list in RI RED.

Find a Job is also accessible directly from the RI RED homepage as well as from the **Display more information about this occupation** page (see page 11 of this manual).

RI RED TIP: Limit entering criteria when searching for jobs; you will get more results. Using criteria, like Minimum Acceptable Salary, will limit the number of positions your job search will give you.



Job Market Trends - Select this option to assess current market trends based on available job orders in the system.

Job Market Trends, the second option in Job Seeker Services offers you employment estimates, wage data and more on the occupation you're researching. Once you click on Job Market Trends, you will be asked to select an area. For our example we selected Rhode Island. You are then given four

options to search occupations; by typing a keyword, by a previously selected occupation (if you're a registered user), by occupational list or by O*NET code. For our example, we typed in **nurse** in option 1.

You are then asked to select an occupation from an occupational list. We chose Licensed Practical and Licensed Vocational Nurses. Once we clicked on that occupation, the next page gives us the summary of job duties, the wage rates, long term projected employment and O*NET job requirement skills. At the bottom of the Job Market Explorer page is the **Display more information about this occupation** button so you can continue researching the job if you need more data. Or, if you have enough information, you can go back and **select another Job Seeker Service** by clicking on that button.

Please choose a specific occupation by selecting one of the options below.

For help click the question mark.

Select a New Occupation

Here is a list of occupations that matched your keyword search. Occupations are ranked based on how well they matched the keyword. The table below also indicates whether the keyword was found in the title, job titles, or description of each occupation.

You may click on the matched indicator in the Job Titles and Occupation Description columns to view the corresponding matches. To find information about an occupation, click on its title.

Score	Occupation	Occupation Title	Job Titles	Occupation Description
100%	Licensed Practical and Licensed Vocational Nurses	✓	✓	✓
100%	Nursery Workers	✓	✓	✓
100%	Registered Nurses	✓	✓	✓
80%	Nursery and Greenhouse Managers	✓	✓	
50%	Farmers and Ranchers		✓	✓
30%	Business Operations Specialists, All Other		✓	

[[Change Area](#) | [Change Occupation](#)]

[Display more information about this occupation](#)

[Select another Job Seeker Service](#)

[[Home](#) | [Services](#) | [Settings](#) | [Log Off](#)]

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Employers - Select this option to view employers that may hire people in this occupation.

Employers is the third component of Job Seeker Services. Information on this section is also discussed on page 11 of this manual because it is also part of **Display more information about this Occupation**. **Employers** offers information on nearly all employers in Rhode Island including their industry, address, headquarters, contact person, phone number and web site. Many job seekers find positions just by contacting employers who hire the occupations they are looking for, or by targeting the industry where they would like to work.

Once you click on Employers, you are asked to select a geography. You can search for employers by location, by typing in the Employer Name or Keyword, by industry and size. There is also an advanced search which offers search criteria for industry title, sales volume, location type, sector entity (State, Federal, etc.) and employee size range. Once you put in your criteria, click on the Search button. For our search below, we did an advanced search using **Labor** as our keyword and sector entity as **State**.

Here are the 9 employers selected in Rhode Island. Click a company's name in the list below to see details about that company, including a map of its location (if available).

To sort on any column, click a column title.

Company Name	Partial Address	City	State
DEPARTMENT OF LABOR & TRAINING	VALLEY RD	MIDDLETOWN	RI
DEPARTMENT OF LABOR & TRAINING	POND ST	WOONSOCKET	RI
LABOR & TRAINING BOARD- REVIEW	WESTMINSTER ST # 3	PROVIDENCE	RI
LABOR & TRAINING DEPT	PONTIAC AVE	CRANSTON FINANCE BRANCH	RI

This is a partial result from our search. From this screen you will be able to select an employer, and obtain the information we have in the database. If the employer has a web site, you can click on the link, and RI RED will open a new window to that web address. Like most RI RED tables, the Employer Results table is sortable by column. Once you go through each employer, use the Back button to return to the employer search criteria if you want to run another search, or click the blue **Select another Job Seeker Service** button at the bottom of the page.

Like all databases, occasionally information is outdated, missing or incorrect. At the bottom of each employer's contact page, there is an email contact for InfoUSA, the company that maintains the Employer Database. Please use this contact to report correct or incorrect employer information. The Employer Database is updated twice a year.

How would you like to search for employers?

For help click the question mark next to each section.

Option 1 - Quick Search ?

Click the Search button in this section after you have selected your options.

Search Criteria

Location: [Change] Rhode Island

Keywords (e.g. Microsoft):

Industry Title: [Change] All Industries

Employer Size Range: From: 1 To: All including unknown Employees [Reset Criteria]

Search

Option 2 - Advanced Search ?

Click the Search button in this section to fine tune your employer search criteria.

Continue

RI RED TIP: To search for employers in nearby Massachusetts and Connecticut, go from Services for Individuals to LABOR MARKET ANALYSIS and select Search Employers.

Employer information is provided by infoUSA®, Omaha, NE, 800/555-5211, Copyright © 2006. All Rights Reserved.

To provide updated information on an employer please [click here](#).



RI RED Related Items

You will find **RI RED Related Items** on the Services for Individuals homepage, as well as below main menu options under Job Seeker Services, Career Services, Education Services and Labor Market Services. This space contains links of interest to those using each specific section of RI RED. Most of these links open to new windows. If there is something you would like to see us add to this space, please send an email to lmi@dlt.state.ri.us. We have creative control of this area and can add and remove links as needed.

Under Services for Individuals:

RI RED Related Items

Other [DLT](#) sites worth visiting:

[Labor Market Information](#)
[netWORKri One-Stop Career Center](#)

[RI Licensed Occupations](#)

[Apprenticeship](#)

[Unemployment Insurance](#)

[Career Resource Network](#)

[Professional Reg / Trade Licensing](#)

Outside Resources

[Job Corps](#)
[RI's Largest Employers](#) (from Economic Development Corp)

[Red Book from Dept. Of Human Services](#) (pdf file)

[RI.gov](#)

[O-NET Online](#)

[US Dept of Veteran's Affairs](#)

[Career One-Stop](#)

Under Career Services:

RI RED Related Items



[O'NET Code Connector](#)



[Career Resource Network Career Anchor](#)



[Career Decision Making Career Zone](#)



[New York Career Zone](#)



[America's Career Infonet](#)

Under Job Seeker Services:

RI RED Related Items

Need help writing cover letters and resumes? Please visit one of our [netWORKri](#) offices or the following online resources:

- Resume-Help: www.resume-help.org
- Monster Resumes: <http://resume.monster.com>
- Delaware's [Career Compass](#)

Other sites to search job openings:

[State of RI Job Vacancies](#) | [Job Fairs & Recruitments](#)



The Dept. of Labor & Trainings's [External Job Search](#) page.



Click [here](#) for links to local newspaper classified job advertisements.

[NewsVoyager](#) - for links to newspaper classified job advertisements across the country.

Under Education Services:

RI RED Related Items



[WIA Approved Training Providers and Programs](#)



[RI Licensed Occupations](#)



[Apprenticeship](#)

Under Labor Market Services:

RI RED Related Items



[Labor Market Information homepage](#)

[LMI for Jobseekers](#)



[LMI for Business](#)



[LMI Across the USA](#)

[Occupational Wages](#)



[US Dept. of Labor Bureau of Labor Statistics](#)

Services For Employers

The **Services for Employers** module contains two of the same components as Services For Individuals: **Education Services** and **Labor Market Services**, plus a **Recruitment Services** section geared to help employers find new workers. In **RI RED Related Items**, there are links to DLT's Employer Service Unit as well other useful resources.

Recruitment Services contains two main items: **Candidate Search** and **Job Market Trends**. The Candidate Search option links employers to sixteen different external sites where they can search on-line for resumes from potential employees. Each opens to a new window. Links include Monster Recruiter, Career Mag Resume Search, Job-Link Resume and many more.

This is the Services for Employers homepage.

The screenshot shows the 'Services for Employers' homepage. A red sidebar on the left contains a menu with links: Home, Services for Employers (with sub-links: Recruitment Services, Education Services, Labor Market Services), Other Services (with sub-links: My Company Profile, Assistance Center), and About this Site. The main content area has a header with 'RI Red Home', 'Services for Individuals', 'Services for Employers' (selected), 'Publications', and 'Labor Market Analysis'. Below the header is a welcome message and a 'Welcome to the Directory of Services. Please select one of the options below.' prompt. The 'Services for Employers' section is divided into three columns: 'Recruitment Services' (with sub-links: Candidate Search, Job Market Trends), 'Education Services' (with sub-links: Find a suitable training or educational program, as well as information on training providers and schools), and 'Labor Market Services' (with sub-links: Access information about labor market trends, statistics, and economic and demographic data). Below this is an 'Other Services' section with sub-links: My Company Profile (Access, review and modify your registration information, administer your job orders, and define employee profiles and skill sets.) and Assistance Center (Find general assistance information about the system, such as staff listings and email contact addresses.). At the bottom is a 'RI RED Related Items' section with links to ESU (Rhode Island Department of Labor & Training Employer Service Unit), Post a Job Online, Tax Credits and Grants, Information Employers Must Post in the workplace, Labor Standards, Employer Handbook, Seminars on Wage & Hour Laws, Unemployment Insurance (UI) Taxation, On-line Business Registration, UI & TDI Quick Reference (tax rates/schedule, benefit rates, etc.), New Hire Reporting, Workforce Partnership of Greater RI, and Facing a Layoff? (with sub-links: Workshare Program, Rapid Response). A red box on the left side of the screenshot contains a welcome message and two options: 'Candidate Search' (Select this option to find and review the resumes of candidates that have the qualifications you need.) and 'Job Market Trends' (Select this option to assess current market trends based on available job orders in the system.). An arrow points from the 'Job Market Trends' text to the 'Job Market Trends' link in the sidebar. Another arrow points from the 'Recruitment Services' text to the 'Recruitment Services' link in the sidebar. A third arrow points from the 'Facing a Layoff?' text to the 'Facing a Layoff?' link in the 'RI RED Related Items' section.

Welcome to Recruitment Services. You have access to a wide variety of information designed to assist employers. You can post job openings online and find qualified candidates. Please select one of the options below.

Candidate Search - Select this option to find and review the resumes of candidates that have the qualifications you need.

Job Market Trends - Select this option to assess current market trends based on available job orders in the system.

Welcome to the Directory of Services. Please select one of the options below.

Services for Employers

Recruitment Services
Post job openings, find qualified candidates, and access a wide variety of information designed to help a business succeed.

Education Services
Find a suitable training or educational program, as well as information on training providers and schools.

Labor Market Services
Access information about labor market trends, statistics, and economic and demographic data.

Other Services

My Company Profile
Access, review and modify your registration information, administer your job orders, and define employee profiles and skill sets.

Assistance Center
Find general assistance information about the system, such as staff listings and email contact addresses.

RI RED Related Items

ESU Rhode Island Department of Labor & Training Employer Service Unit | [Post a Job Online](#) | [Tax Credits and Grants](#)

Required Employer POSTERS

[Information Employers Must Post](#) in the workplace

[Labor Standards](#) | [Employer Handbook](#) | [Seminars on Wage & Hour Laws](#)

[Unemployment Insurance \(UI\) Taxation](#)
[On-line Business Registration](#)
[UI & TDI Quick Reference](#) (tax rates/schedule, benefit rates, etc.)
[New Hire Reporting](#)
[Workforce Partnership of Greater RI](#)

Facing a Layoff?

- [Workshare Program](#)
- [Rapid Response](#)

Job Market Trends offers the employer an occupational profile like the one provided in Services for Individuals. You are asked to select a geography, then given options to search for occupations by keyword, from an occupational group or detailed occupational list, from a prior search (if you're registered as an employer) and by O*NET code.

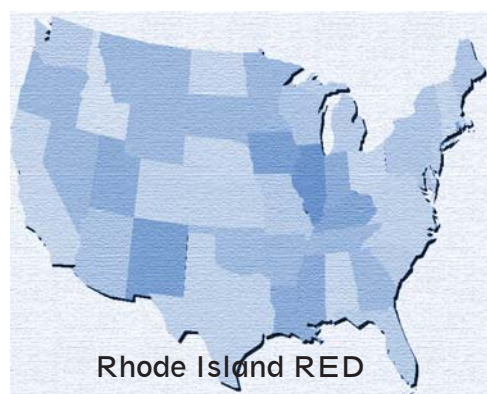
Once you select an occupation, you will be directed to an occupational profile which includes the wages, job duties and work experience required for the occupation. For more information on Job Market Trends, refer back to page 26 of this manual.

Employers can connect with the Employer Service Unit, post a job order and download/print Required Employment Posters free from these Rhode Island Department of Labor and Training links.

Interested in Relocating or Checking Labor Markets in Other States?

The RI RED web database application was developed by Geographic Solutions, a Florida based company that provides Virtual Labor Market Systems (VLMI) and Virtual One-Stop (VOS) systems to many states and Workforce Investment Areas across the country. While each web application is designed differently and contains different features, you can access any of them freely from the Internet. Below is a list of VLMI and/or VOS systems from other states and regions. They can be used to find information similar to what is available in RI RED.

Alabama - Regional Virtual One-Stop	www.alabamavos.org
Alabama - Labor Market Information	www2.dir.state.al.us
Alaska - Job Center Network	www.jobs.state.ak.us
Arizona - Virtual One Stop	www.arizonavirtualonestop.com
California Workforce Investment Area Sites:	
Monterey County	www.onestopmonterey.org
Long Beach County	https://vos.longbeach.gov
Santa Ana County	www.santaanaworkcenter.org
Santa Cruz	www.santacruzvcc.com
Florida - Employ Florida	www.employflorida.com
Georgia - Explorer	http://explorer.dol.state.ga.us
Hawaii - Hire Net	www.hirenethawaii.com/default.asp
Illinois - Workforce Information Center	http://wic.ilworkinfo.com
Indiana - Work One	www.workonesouthern7.com
Louisiana - Louisiana Works	www.ldol.state.la.us
Louisiana - Reclaiming Louisiana's Workforce	www.voshost.com
Maine - Employment Info Guide	www.state.me.us/labor/lmis
Mississippi - Virtual LMI System	http://mesc.virtuallmi.com
New Mexico - Workforce Connection	www.jobs.state.nm.us
New Mexico - LASER	http://laser.state.nm.us
North Dakota - North Dakota Works	https://onestop.jobsnd.com
Oregon - Virtual One-Stop	www.tocowalstop.org
Pennsylvania - Work Stats	www.paworkstats.state.pa.us
Tennessee - The Source	http://thesource.tnui.net
Virginia - Velma	http://velma.virtuallmi.com
Washington DC - Virtual One-Stop	www.dcnetworks.org/
West Virginia - Workforce	www.wvlmi.com



We hope you have found this booklet helpful.
If you have any questions, comments, suggestions, or
need technical assistance with RI RED, please contact us.

Labor Market Information Unit

Rhode Island Department of Labor and Training
1511 Pontiac Avenue, Cranston, RI 02920
Phone (401) 462-8740 | Fax (401) 462-8766
E-mail lmi@dlt.state.ri.us

Glossary

America's Labor Market Information System (ALMIS) - A dynamic database system that produces high-quality, standardized labor market information and tools in a variety of media and formats for use by job seekers, employers, and workforce development professionals. www.almisdb.org

Bureau of Labor Statistics (BLS) - An agency within the United States Department of Labor, this organization is the principal federal data-gathering agency in the field of labor economics. BLS collects, processes, analyzes and disseminates data relating to employment, unemployment, the labor force, productivity, prices, family expenditures, wages, industrial relations and occupational safety and health. www.bls.gov

Department of Labor and Training (DLT) - Provides a wide-range of services for Employers and Job Seekers, including distribution of Unemployment Insurance (UI) and Temporary Disability Insurance (TDI) Benefits, Workers' Compensation Benefits, Workforce Development Services, Employer Services, and Labor Market Information. www.dlt.ri.gov

Employer Service Unit (ESU) was established to provide the business community with information on the services, programs, and grant opportunities offered through the RI Department of Labor and Training. There are ten Employer Service Representatives (ESR's) who meet with employers, individually or in groups, to offer assistance and answer any questions regarding RI Department of Labor and Training programs and services. www.dlt.ri.gov/esu

Labor Market Information (LMI) - The central resource for data on job seekers, employment, unemployment, changes in industrial structure, technological changes, conditions of employment, wage rates and other related data. The LMI Unit of the RI Department of Labor and Training is responsible for updating and maintenance of RI RED, as well as collection and dissemination of RI statistical data. www.dlt.ri.gov/lmi

North American Industry Classification System (NAICS) - System of classifying business establishments, which is used by the United States, Canada, and Mexico. NAICS is an industry classification system that groups establishments into industries based on the activities in which they are primarily engaged. It is a comprehensive system covering the entire field of economic activities, goods producing and service producing. There are 20 sectors in NAICS and 1,179 industries in NAICS in the United States. www.dlt.ri.gov/lmi/es202/naics/naics.htm

netWORKri - Rhode Island's One-Stop Career Center System, a partnership of professional labor, training, and education organizations. There are six netWORKri Centers conveniently located throughout the state where jobseekers and employers are matched through quality employment programs and services. Jobs seekers and employers can benefit from services provided by netWORKri staff. www.networkri.org

Occupational Employment Statistics (OES) Program - Provides industrial staffing patterns, occupational employment estimates and occupational wage rates. Approximately 2,500 RI employers are surveyed each year with a request to provide the number of workers by wage range for each occupation in their employ. Once data are tabulated, they become the basis for Rhode Island's Occupational Wage Report and Rhode Island industry and occupational projections. www.dlt.ri.gov/lmi/oes.htm

O*NET (Occupational Information Network) - Provides a common language for defining and describing occupations. The Standard Occupational Classification (SOC) system provides the foundation for the O*NET coding system and is used by all statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, and disseminating occupational information. www.dlt.ri.gov/lmi/pdf/onet.pdf

Your RI RED Notes

(Please use these pages for your personal notes on RI RED including any contacts you make, shortcuts you discover, and other career goals you achieve.)

Your RI RED Notes

Your RI RED Notes

Instructions and Tips for Using Rhode Island RED



The collage consists of four distinct images. In the top left, a construction worker wearing a hard hat and safety vest holds a clipboard. In the top right, a woman with glasses points at a whiteboard. In the center, the Rhode Island RED logo is displayed, featuring the text 'Rhode Island Red Research & Economic Database' and the tagline 'Oceans of Information at your fingertips'. In the bottom right, a group of people are seated at a long desk in a computer lab, working on desktop computers.

*Quick and Easy access to the information you need
to make intelligent career decisions*

A Product of the Labor Market Information Unit of the
Rhode Island Department of Labor and Training